User's Manual

Part Number: 5615 1450 0006 R00
(Nov. 2003)

Trademarks
All brand and product names are trademarks or registered trademarks of their respective companies.

Note
The information in this manual is subject to change without notice.

Table of Contents

Preface v
Welcome v
About this Manual vi
Where to Find Information vi

1 Getting Started 1

1.1 Hardware Features 1
Front Components 1
Back Components 2
Left-Side Components 3
Top Components 4
Bottom Components 4
1.2 Setting Up Your Pocket PC for Use 5
Performing Initial Startup 5
Connecting to AC Power and Charging the Battery 6
1.3 Turning Your Pocket PC On and Off 7
Turning Off to Suspend 7
Turning On to Resume 7
1.4 Installing Microsoft ActiveSync 8
1.5 Expanding Your Pocket PC 10
Using a SD/MMC Card 10
Accessories 10

2 Basic Skills 11

2.1 Using the Stylus 11
2.2 Using the Navigation Stick 12
2.3 Today Screen 12
Status Icons 13
2.4 Navigation Bar and Command Bar 14
2.5 Running Programs 15
2.6 Pop-up Menus 16
2.7 Notifications 16
2.8 Entering Information 17
Entering Text Using the Input Panel 17

Writing on the Screen..... 19
Drawing on the Screen..... 22
Recording a Message..... 24
Using My Text..... 26

3 Managing Your Pocket PC..... 27

3.1 Managing Power..... 27
Low Battery Signals and Actions..... 27
Power Management Tool..... 28
Power-Saving Tips..... 29
3.2 Managing Memory..... 30
Storage and Program Memory..... 30
Additional Memory..... 30
3.3 Customizing Your Pocket PC..... 31
Setting a Password..... 33
3.4 Finding and Organizing Information..... 34
3.5 Backing Up Data..... 35
3.6 Adding or Removing Programs..... 35
Adding Programs..... 35
Removing Programs..... 37

4 Microsoft Pocket Outlook..... 38

4.1 Calendar: Scheduling Appointments and Meetings..... 38
Creating an Appointment..... 39
Using the Calendar Summary Screen..... 40
Creating Meeting Requests..... 41
4.2 Contacts: Tracking Friends and Colleagues..... 42
Creating a Contact..... 42
Finding a Contact..... 44
Using the Contacts Summary Screen..... 44
4.3 Tasks: Keeping a To Do List..... 45
Creating a Task..... 46
Using the Tasks Summary Screen..... 47
4.4 Notes: Capturing Thoughts and Ideas..... 48
Creating a Note..... 49
4.5 Inbox: Sending and Receiving E-mail Messages..... 50
Synchronizing E-mail Messages..... 50
Connecting Directly to an E-mail Server..... 51
Using the Message List..... 52
Composing and Sending Messages..... 54
Managing Email Messages and Folders..... 55

5 More Programs..... 57

5.1 Microsoft ActiveSync..... 57
Ways of Connecting to Your Desktop Computer..... 58

Synchronizing Data..... 58
5.2 Pocket Word..... 61
Creating a Document..... 61
Working with Pocket Word Documents..... 64
5.3 Pocket Excel..... 65
Creating a Workbook..... 65
Working with Pocket Excel Workbooks..... 66
5.4 MSN Messenger..... 67
Setting Up to Use MSN Messenger..... 68
Working with Contacts..... 68
Chatting with Contacts..... 69
5.5 Windows Media Player for Pocket PC..... 70
5.6 Microsoft Reader..... 71
Getting Books for Your Pocket PC..... 72
Using the Library..... 72
Reading a Book..... 73
Using Reader Features..... 74
Removing a Book..... 75
5.7 Pictures..... 76
5.8 Additional Programs..... 77
MP3 Player..... 77
eBackup..... 82
eMenu..... 83

6 Getting Connected..... 84

6.1 Connection Settings..... 84
Modem Connection..... 84
Network (Ethernet) Card Connection..... 85
Wireless Network Connection..... 86
6.2 Transferring Items Using Infrared..... 88
Sending Information..... 88
Receiving Information..... 89
6.3 Using Microsoft Pocket Internet Explorer..... 89
Viewing Mobile Favorites and Channels..... 90
Browsing the Internet..... 91
The Mobile Favorites Folder..... 91
Using AvantGo Channels..... 93

7 Troubleshooting and Maintenance..... 95

7.1 Resetting Your Pocket PC..... 95
7.2 Restoring Factory Default State..... 96
7.3 Power Problems..... 97
7.4 Memory Problems..... 97

7.5 Screen Problems..... 99
7.6 Connection Problems..... 100
Cable Connection Problems..... 100
Infrared Connection Problems..... 100
Modem Connection Problems..... 101
Network Connection Problems..... 101
7.7 Taking Care of Your Pocket PC..... 103
General Guidelines..... 103
Travel Guidelines..... 104

A Regulatory Information..... 105

A.1 Regulations Statements..... 105
Class B Regulations..... 105
European Notice..... 106
A.2 Safety Precautions..... 107
About Charging..... 107
About the AC Adapter..... 107
About the Battery..... 107
About the Infrared LED..... 108
About the Electrostatic Discharge..... 108

Index..... I-1

Preface

Welcome

Congratulations on purchasing this Windows® Powered Pocket PC. Due to the size and capabilities of the device, you can keep your most important business and personal information up-to-date and close at hand. Microsoft® ActiveSync® increases the power of your Pocket PC by allowing you to synchronize the information on your desktop or Microsoft Exchange Server with your Pocket PC. Picture yourself in the following situations:

- While walking with a colleague, your cell phone rings and your boss asks if you two are free this afternoon for an emergency meeting. While your colleague fumbles through his paper organizer, you press a button on your Pocket PC and instantly see a list of today's appointments and meetings. You are quickly able to tell the boss your available times. For more information on scheduling appointments and meetings, see Chapter 4.
- You are meeting your friends tonight for dinner and a movie. You download the latest movie information from the Internet to your desktop computer and then synchronize it with your Pocket PC. At dinner, you pull out your Pocket PC and review your movie options with your friends. For more information on downloading Web pages to your device, see Chapter 6.
- A Calendar reminder alerts you that it is time to catch the bus. You grab your Pocket PC and catch the bus just in time. Because ActiveSync keeps the information on your Pocket PC up-to-date, you leisurely review your task list, make notes about the new books and CDs you want to buy and read and respond to e-mail messages. When you get back to the office, ActiveSync transfers any task changes you made, your notes and your e-mail message responses to your desktop computer. For more information on ActiveSync, see section 5.1.

About this Manual

This manual contains comprehensive information of your Pocket PC to help you operate the device.

Throughout the manual, the following conventions are used to distinguish elements of text.

> **NOTE:** provides additional hints or information that requires special attention.

> **CAUTION:** identifies important information which, if not followed, may result in loss of data or damage to your device.

Any name of menu, command, icon or button that you can see on the screen is shown in a bold typeset. For example:

On the **Start** menu, tap **Settings**.

Where to Find Information

For information on	See this source
First time startup	*Quick Start Guide*
Programs on your Pocket PC	This *User's Manual* or online Help on your Pocket PC
Additional programs that can be installed on your Pocket PC	Companion CD or other CD(s) supplied with your Pocket PC
Connecting to and synchronizing with a desktop computer	Section 5.1 of this manual or ActiveSync Help on your desktop computer
Troubleshooting	Chapter 7 of this manual or online Help on your Pocket PC
Last-minute updates and detailed technical information	The Read Me files in the "Microsoft ActiveSync" folder on your desktop computer or the Pocket PC Companion CD.
The latest on Windows Powered Pocket PCs	The Microsoft Mobile Devices Web site: www.pocketpc.com

1 Getting Started

This chapter introduces you to the external components of your Pocket PC and guides you through the process of setting up your Pocket PC for use.

1.1 Hardware Features

The illustrations below introduce you to the various buttons, connectors, ports and features of your Pocket PC.

Front Components

Ref	Component	Description
❶	**Touch Screen**	Displays the output of your Pocket PC. Tap the screen with the stylus to select menu commands or enter information.
❷	**Program Buttons**	Each of the four buttons provides a quick way to run a specific program. By default, they are **Notes**, **Contacts**, **Calendar,** and **Tasks** buttons. The buttons are customizable.
❸	**Microphone**	Receives sound and voice to record voice.
❹	**Navigation Stick**	Moves up, down, left or right by pushing the button toward the corresponding direction.
		Selects by pressing.
❺	**Speaker**	Sends out music, sounds and voice.
❻	**Charge Indicator**	Glows in amber to indicate that battery charging is in progress and in green when the battery is fully charged.
❼	**Notification Indicator**	Flashes in red to inform you of scheduled appointments, alarms and reminders.

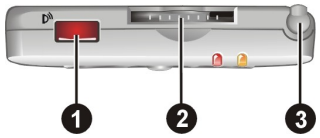
Back Components

Ref	Component	Description
❶	**Battery Switch**	Restores your Pocket PC to factory default state.

Left-Side Components

Ref	Component	Description
❶	**Lanyard Eyelet**	Lanyard attaches to this opening.
❷	**Power Button**	Turns your Pocket PC on or off by pressing briefly.
		Turns the screen backlight off by pressing and holding.
❸	**Record Button**	Records voice notes by pressing and holding.
❹	**Reset Button**	Restarts your Pocket PC.
❺	**Headphone Connector**	Connects to a pair of stereo headphones.

Top Components



Ref	Component	Description
1	**IR Port**	Beams files to other mobile devices.
2	**SD/MMC Slot**	Accepts an optional SD (Secure Digital) or MMC (MultiMediaCard) card for removable storage.
3	**Stylus**	Tap on the touch screen to make selections and enter information. Pull the stylus out of its slot to use and store it in the slot when not in use.

Bottom Components

Ref	Component	Description
1	**ActiveSync Connector**	Connects to the ActiveSync cable or USB cradle (optional).

1.2 Setting Up Your Pocket PC for Use

Performing Initial Startup

Initial startup includes setting the battery switch and completing the Welcome Wizard.

1. The battery switch should be set to the ON (down) position for normal operation. Pull out the stylus and use it to slide the battery switch to the ON (down) position.

   CAUTION: Always leave the battery switch in the ON position for normal operation. Changing the switch will cause your data to be lost.

2. Your Pocket PC will automatically turn on and display the “Welcome” screen.

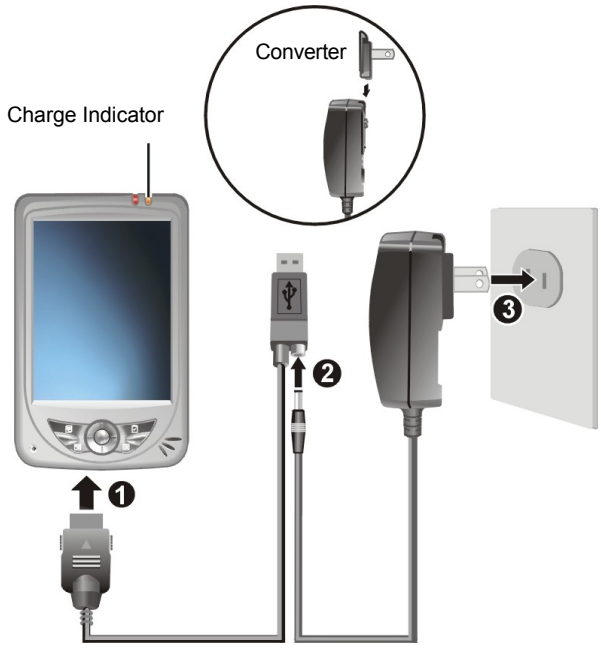
3. To begin the “Welcome” Wizard, tap the screen with the stylus and follow the onscreen instructions to complete the wizard. The wizard presents a brief orientation to Microsoft® Windows® for Pocket PC, helps you align the touch screen and prompts you to select your city and time zone.

Connecting to AC Power and Charging the Battery

Fully charge the battery before starting to use your Pocket PC for the first time.

1. Plug the converter to the AC adapter.
2. Connect to AC power.

   ❶ Connect the appropriate end of the ActiveSync cable to the bottom of your Pocket PC.
   ❷ Connect the appropriate end of the AC adapter to the power connector on the ActiveSync cable.
   ❸ Plug the other end of the AC adapter into a wall outlet.



3. The charge indicator glows amber when charging is in progress. Do not disconnect your Pocket PC from AC power until the battery is fully charged, as indicated by the amber indicator turning into green. This will take a couple of hours.

Whenever possible, keep your Pocket PC connected to the AC adapter and a power source. Doing so keeps the battery charged.

1.3 Turning Your Pocket PC On and Off

After the initial startup, your Pocket PC enters a suspend state when you turn it off and resumes when you turn it on.

Turning Off to Suspend

You suspend your Pocket PC by briefly pressing the power button on the side of your Pocket PC.

By default, your Pocket PC will also automatically suspend after 3 minutes of inactivity when operating on battery power. (To change these settings, tap → **Settings** → **System** tab → **Power** icon → **Advanced** tab.)

Turning On to Resume

You resume your Pocket PC by briefly pressing the power button. You can also press one of the program buttons to resume.

1.4 Installing Microsoft ActiveSync

You can use Microsoft ActiveSync technology to synchronize information on your desktop computer and/or a Microsoft Exchange Server with the information on your Pocket PC. ActiveSync compares the information on your Pocket PC with the information on the desktop computer and/or the server and updates all locations, keeping you up-to-date with the most recent information.

ActiveSync is already installed on your Pocket PC. You need to install ActiveSync on your desktop computer. Follow the procedure below:

> **CAUTION:**
> - Before installation, make sure that you have Microsoft Outlook installed on your desktop computer. If you do not have Outlook or your version of Outlook is earlier than the version provided on the Companion CD, install Outlook from the Companion CD.
> - Do not connect your Pocket PC to your desktop computer before ActiveSync is installed.
> - During the New Partnership setup, select "Synchronize with this desktop computer." Do not select "Synchronize with Microsoft Mobile Information Server and/or this desktop computer" unless you are sure that your company is running Microsoft Mobile Information Server 2002 or later. Contact your network administrator or ISP for detailed information.

1. Turn on your desktop computer.
2. Insert the Companion CD into the CD-ROM drive of your desktop computer.
3. Click the arrow on the first screen to enter the main screen and click **Start Here**.
4. In the "Start Here" screen, click **Install ActiveSync 3.7** on the left column.
5. In the "Install ActiveSync 3.7" screen, click **Install** to start installation.
6. In the "File Download" screen, click **Open** if your operating system is Windows XP or click **Run this program from its current location** if your operating system is Windows 2000/Me/98.
7. Follow the onscreen instructions to install ActiveSync.
8. When prompted, connect your Pocket PC to your desktop computer. Connect the appropriate end of the ActiveSync cable to the bottom of your

Pocket PC. Connect the USB end of the cable to a USB port on your desktop computer.

9. The “Add New Hardware Wizard” should automatically install the USB driver. (If you need to specify the location of the driver, click **Browse** and select the CD-ROM drive containing the Companion CD.)
10. Follow the onscreen instructions to establish a partnership and synchronize your Pocket PC with your desktop computer.

After your first synchronization, the data you have stored on your desktop computer such as Calendar, Contacts and Tasks is copied to your Pocket PC. You are now ready to take it along with you when you go.

1.5 Expanding Your Pocket PC

Using a SD/MMC Card

Your Pocket PC has a SD/MMC slot where you can insert an optional Secure Digital or MultiMediaCard storage card. With the removable memory, you can store or backup your data and exchange data with other devices.

> **NOTE:**
> - A storage card is also called a memory card.
> - Make sure that no foreign objects enter the slot.
> - Keep a SD or MMC card in a well-protected box to avoid dust and humidity when you are not using it.

To use a SD/MMC card, insert it into the slot, with the connector pointing to the slot and its label facing the front of the Pocket PC. Follow the instructions supplied with the card for more information.

To remove a card, first make sure that no application is accessing the card, then slightly push the top edge of the card to release it and pull it out of the slot.

Accessories

By purchasing accessories designed for your Pocket PC, you can expand the capabilities of your Pocket PC, replace lost parts or facilitate your operation.

> **NOTE:**
> - Please contact your dealer for the availability of accessories from your Pocket PC manufacturer.
> - The use of unauthorized accessories will void your Warranty.

For detailed information on using the accessories, see the instructions supplied with the accessories.

2 Basic Skills

This chapter familiarizes you with the basic operations of your Pocket PC such as using the stylus, navigation stick, Today screen, menus and programs. You will also know how to enter information.

2.1 Using the Stylus

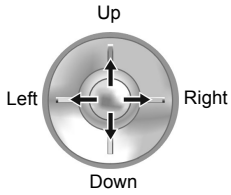
The stylus is your input device. You use it to navigate and select objects on the screen.

Pull the stylus out of the slot and extend it for ease of use. Store it in the slot when not in use.

- **Tap**
  Touch the screen once with the stylus to open items and select options.
- **Drag**
  Hold the stylus on the screen and drag across the screen to select text and images. Drag in a list to select multiple items.
- **Tap and hold**
  Tap and hold the stylus on an item to see a list of actions available for that item. On the pop-up menu that appears, tap the action you want to perform.

2.2 Using the Navigation Stick

With the navigation stick, you can move up, down, left and right within a menu. This is particularly useful for one-hand operation.

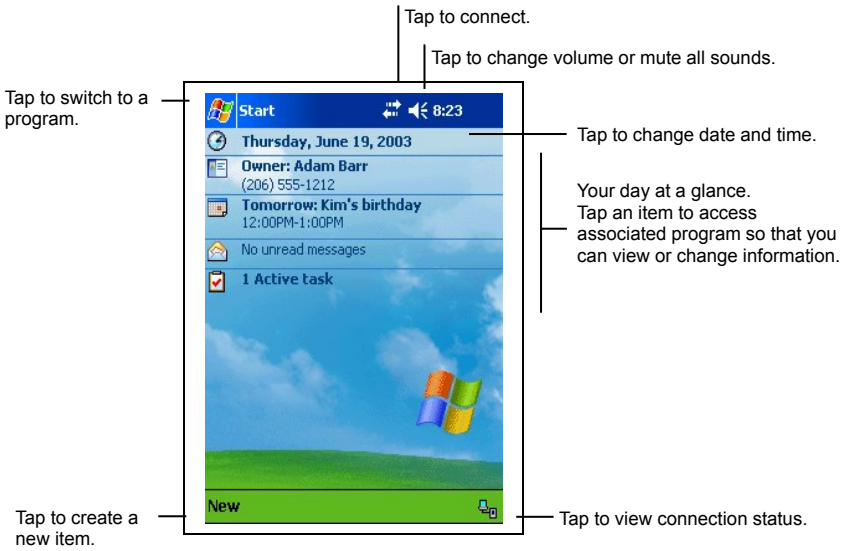


To move in a direction, simply push the button toward the corresponding direction.

To activate the selected item, press the button.

2.3 Today Screen

When you turn on your Pocket PC for the first time each day (or after 4 hours of inactivity), you will see the Today screen. You can also display it by tapping and then **Today**. On the Today screen, you can see at a glance important information for the day.


Tap to connect.
Tap to change volume or mute all sounds.
Tap to switch to a program.
Start
8:23
Thursday, June 19, 2003
Owner: Adam Barr
(206) 555-1212
Tomorrow: Kim's birthday
12:00PM-1:00PM
No unread messages
1 Active task
New
Tap to change date and time.
Your day at a glance.
Tap an item to access associated program so that you can view or change information.
Tap to create a new item.
Tap to view connection status.

NOTE: You can customize what is displayed on the Today screen by tapping → **Settings** → **Personal** tab → **Today** icon.

Status Icons

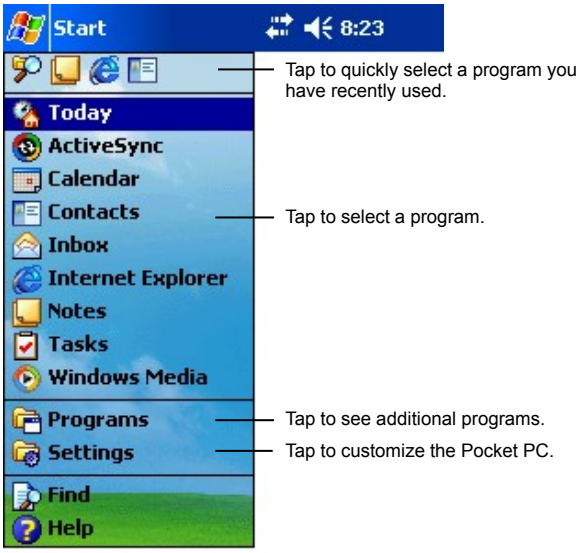
When the Today screen is displayed, you may see the following status icons on the Command bar or Navigation bar. In most cases, you can tap a status icon to display the associated control panel or more information related to the item. For example, tap a battery status icon to open the Power control panel.

Icon	Meaning
	Speaker is on.
	Speaker is off.
	Battery is charging.
	Battery is low.
	Battery is very low.
	Battery is fully charged.
	Connection is active.
	Connection is not active.
	One or more e-mail messages were received.
	More icons to be displayed than there is room to display them. Tap the icon to view all status icons.

2.4 Navigation Bar and Command Bar

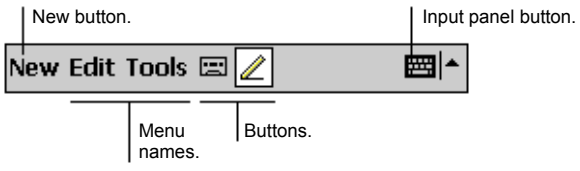
The Navigation bar is located at the top of the screen. It displays the active program and current time and allows you to switch programs and close screens.

The Navigation bar and Start menu:



Use the Command bar at the bottom of the screen to perform tasks in programs. The Command bar includes menu names, buttons and the Input panel button. To create a new item in the current program, tap **New**. To see the name of a button, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.

The Command bar:



2.5 Running Programs

You can switch from one program to another during your work session without closing any program. To switch to a program, you can:

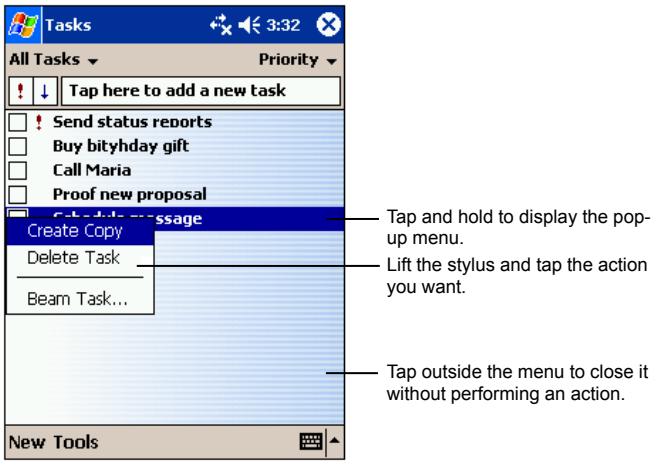
- Tap at the left-top corner of the screen and select from the Start menu. (To customize which programs you see on the Start menu, tap → **Settings** → **Personal** tab → **Menu** icon.)
- Tap and then tap **Programs** to access additional programs. Tap the program icon to run a program.
- Press a program button on the front of your Pocket PC. The icons on the buttons identify the default programs they are associated with. (To customize which programs are associated with the buttons, tap → **Settings** → **Personal** tab → **Button** icon.)

The table below contains a partial list of the programs and their icons.

Icon	Program	Description
	ActiveSync	Synchronize information between your Pocket PC and desktop computer.
	Calendar	Keep track of your appointments and create meeting requests.
	Contacts	Keep track of your friends and colleagues.
	Inbox	Send and receive email messages.
	Pocket Internet Explorer	Browse Web and WAP sites and download new programs and files from the Internet.
	Notes	Create handwritten or typed notes, drawings and recordings.
	Tasks	Keep track of your tasks.
	Windows Media	Play digital audio and video files.
	Pocket Excel	Create new workbooks or view and edit Excel workbooks created on your desktop computer.
	Pocket Word	Create new documents or view and edit Word documents created on your desktop computer.

2.6 Pop-up Menus

With pop-up menus, you can quickly choose an action for an item. For example, you can use the pop-up menu in the contact list to quickly delete a contact, make a copy of a contact or send an email message to a contact. The actions in the pop-up menus vary from program to program. To access a pop-up menu, tap and hold the stylus on the name of the item that you want to perform the action on. When the menu appears, lift the stylus and tap the action you want to perform. Or tap anywhere outside the menu to close the menu without performing an action.



2.7 Notifications

Your Pocket PC reminds you in a variety of ways when you have something to do. For example, if you have set up an appointment in Calendar, a task with a due date in Tasks or an alarm in Clock, you will be notified in any of the following ways:

- A message appears on the screen.
- A sound, which you can specify, is played.
- The notification indicator flashes in red.

To choose reminder types and sounds for your Pocket PC, tap → **Settings** → **Personal** tab → **Sounds & Notifications** icon.

2.8 Entering Information

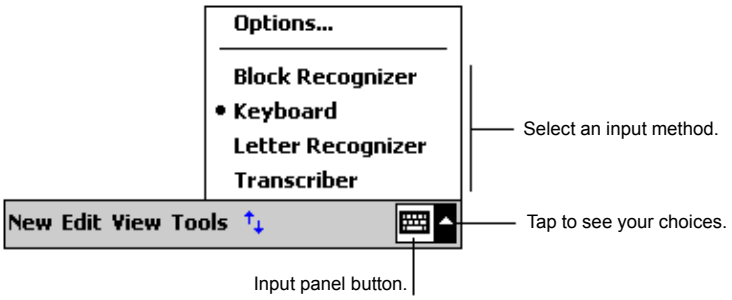
You have several options for entering new information:

- Use the Input panel to enter typed text, either by using the soft keyboard or other input methods.
- Write directly on the screen.
- Draw pictures on the screen.
- Speak into the microphone to record a message.

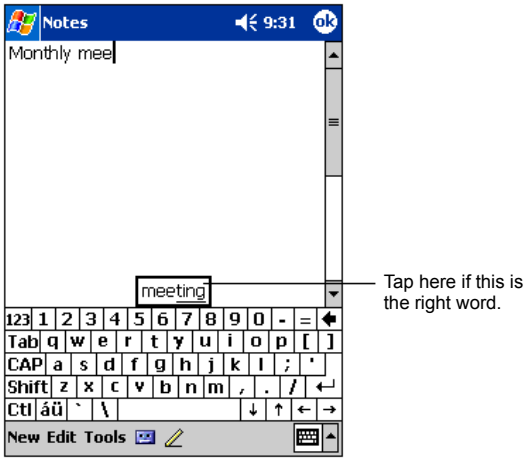
Entering Text Using the Input Panel

Use the Input panel to enter information in any program on your Pocket PC. You can either type using the soft keyboard or write using the soft keyboard, Block Recognizer, Letter Recognizer or Transcriber. In any case, the characters appear as typed text on the screen.

To show or hide the Input panel, tap the **Input panel** button. Tap the arrow next to the Input panel button to see your choices.



When you use the Input panel, your Pocket PC anticipates the word you are typing or writing and displays it above the Input panel. When you tap the displayed word, it is inserted into your text at the insertion point. The more you use your Pocket PC, the more words it learns to anticipate.


Notes
9:31
ok
Monthly mee
meeting
Tap here if this is the right word.
123 1 2 3 4 5 6 7 8 9 0 - =
Tab q w e r t y u i o p [ ]
CAP a s d f g h j k l ; '
Shift z x c v b n m , . /
Ctl áü ` \
New Edit Tools

NOTE: To change word suggestion options, such as the number of words suggested at one time, tap → **Settings** → **Personal** tab → **Input** icon → **Word Completion** tab.

Block Recognizer

With Block Recognizer, you can use the stylus to input characters using strokes that are similar to the Palm™ Graffiti® method.

To type with Block Recognizer:

1. Tap the arrow next to the Input panel button and then tap **Block Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Block Recognizer, open Block Recognizer and then tap the question mark next to the writing area.

Letter Recognizer

With Letter Recognizer, you can write letters using the stylus just as you would use a pen on paper.

To type with Letter Recognizer:

1. Tap the arrow next to the Input panel button and then tap **Letter Recognizer**.
2. Write a letter in the box.

When you write a letter, it is converted to typed text that appears on the screen. For specific instructions on using Letter Recognizer, open Letter Recognizer and then tap the question mark next to the writing area.

Transcriber

With Transcriber you can write anywhere on the screen using the stylus just as you would on paper. Unlike Letter Recognizer and Block Recognizer, you can write a sentence or more of information; then, you pause and let Transcriber change the written characters to typed characters.

To type with Transcriber:

1. Tap the arrow next to the Input panel button then tap **Transcriber**.
2. Write anywhere on the screen.

For specific instructions on using Transcriber, open Transcriber and then tap the question mark in the lower-right corner of the screen.

Writing on the Screen

In any program that accepts writing—such as the Notes program and the **Notes** tab in Calendar, Contacts and Tasks—you can use your stylus to write directly on the screen. Write the way you do on paper. You can edit and format what you have written and convert the information to text later.

Writing

To write on the screen, tap the **Pen** button to switch to writing mode. This action displays lines on the screen to help you write.

NOTE: Some programs that accept writing may not have the Pen button. See the documentation for that program to find out how to switch to writing mode.

Editing Your Writing

If you want to edit or format writing, you must first select the writing and then edit it.

1. Tap and hold the stylus next to the text you want to select until the insertion point appears. Without lifting, drag the stylus across the text you want to select.

   You can also select text by tapping the **Pen** button to deselect it and then dragging the stylus across the screen.

2. Tap and hold the selected words and then tap an editing command (cut, copy or paste) on the pop-up menu or tap the command on the **Edit** menu.

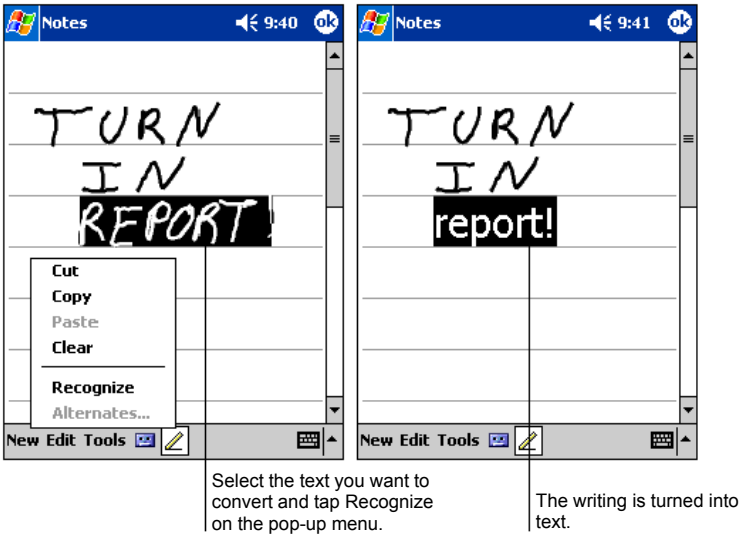
If you accidentally write on the screen, tap **Tools** → **Undo** and try again.

Converting Your Writing to Text

1. If you want to convert only certain words, select them before going to the next step.

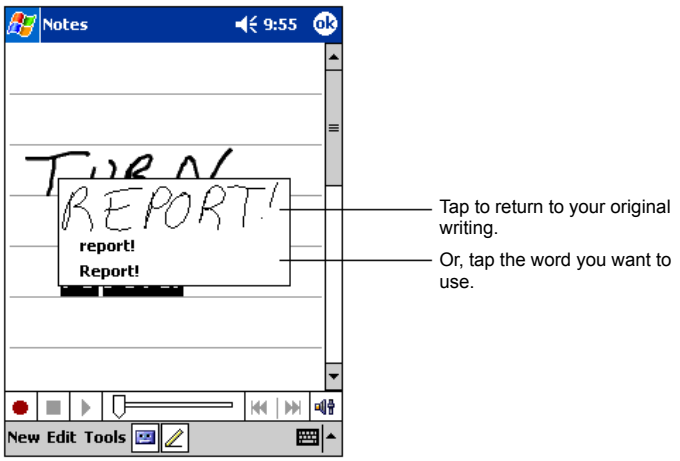
2. To convert writing to text, tap **Tools → Recognize** or tap and hold the selected words and then tap **Recognize** on the pop-up menu. Your writing is turned into text.

   If a word is not recognized, it is left as writing.



If the conversion is incorrect, you can select different words from a list of alternates or return to the original writing.

1. Tap and hold the incorrect word (tap one word at a time).
2. On the pop-up menu, tap **Alternates**. A menu with a list of alternate words appears.
3. Tap the word you want to use or tap the writing at the top of the menu to return to the original writing.



Some tips for getting good recognition are listed below:

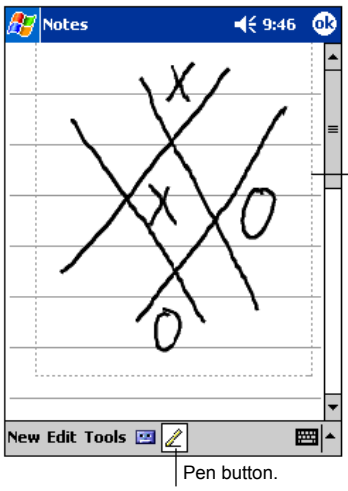
- Write neatly.
- Write on the lines and draw descenders below the line. Write the cross of the “t” and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the line.
- For better recognition, use the **Tools** menu to increase the zoom level to 300%.
- Write the letters of a word close together and leave big gaps between words.
- Hyphenated words, foreign words that use special characters such as accents some punctuation cannot be converted.
- If you add writing to a word to change it (such as changing a “3” to an “8”) after you attempt to recognize the word, the writing you add will not be included if you attempt to recognize the writing again.

Drawing on the Screen

You can draw on the screen in the same way that you write on the screen. The difference between writing and drawing on the screen is how you select items and how they can be edited. For example, selected drawings can be resized, while writing cannot.

Creating a Drawing

1. To create a drawing, cross three ruled lines on your first stroke. A drawing box appears.
2. Subsequent strokes in or touching the drawing box become part of the drawing. Drawings that do not cross three ruled lines will be treated as writing.



NOTE: You may want to change the zoom level so that you can more easily work on or view your drawing. Tap **Tools** and then choose a zoom level.

Editing Your Drawing

If you want to edit or format a drawing, you must select it first.

1. Tap and hold the stylus on the drawing until the selection handle appears. To select multiple drawings, deselect the **Pen** button and then drag to select the drawings you want.
2. Tap and hold the selected drawing and then tap an editing command (cut, copy or paste) on the pop-up menu or tap the command on the **Edit** menu.
3. To resize a drawing, make sure the **Pen** button is not selected and then drag a selection handle.

Recording a Message

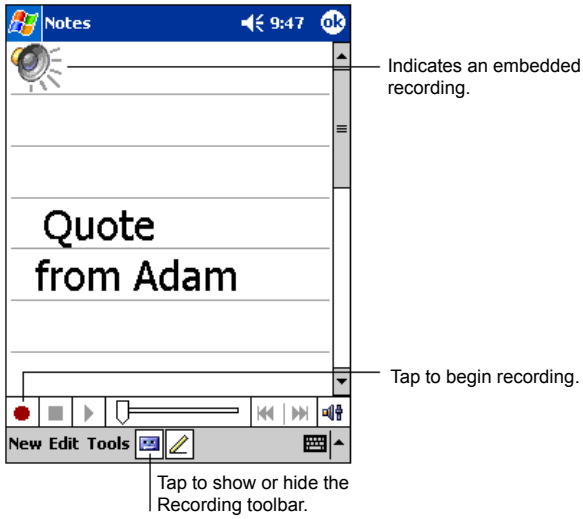
In any program where you can write or draw on the screen, you can also quickly capture thoughts, reminders and phone numbers by recording a message. In Calendar, Tasks Contacts, you can include a recording in the **Notes** tab. In the Notes program, you can either create a stand-alone recording or include a recording in a written note. If you want to include the recording in a note, open the note first. In the Inbox program, you can add a recording to an email message.

To create a recording:

1. Hold the Pocket PC's microphone near your mouth or other source of sound.
2. Press and hold the record button on the side of your Pocket PC. If the speaker is not muted, a beep indicates that your Pocket PC is recording. The Notification indicator glows red while recording is in progress.
3. While holding down the record button, speak into the microphone.
4. To stop recording, release the Record button. Two beeps will sound. The new recording appears in the note list or as an embedded icon.

> **NOTE:** You can also make a recording by tapping the **Record** button on the Recording toolbar.

To play a recording, tap it in the list or tap its icon in the note.



Recording Formats

Your Pocket PC supports several formats for voice notes. The formats vary in both the quality of the recording and the size of the sound file. When selecting a recording format, you should consider the quality you need as well as how much storage memory the recording will use on your Pocket PC.

Not all recording formats are compatible with other software or computers. If you will share your recordings with others or transfer a recording to your desktop computer, be sure to choose a recording format that is supported by the software used to play recordings on the other computer.

The PCM format offers the highest quality recording and is compatible with all Pocket PC models, other Windows-powered mobile devices and desktop computers that use Windows operating systems. The GSM 6.10 format is compatible with all Pocket PC models and other Windows-powered mobile devices, but may not work with desktop computers.

To select a recording format:

1. Tap → **Settings** → **Input** icon.
2. On the **Options** tab in the Input control panel, select a voice recording format from the drop-down list.

The list of recording formats on your Pocket PC indicates the sample rate, whether the format is stereo or mono and how much storage memory is required per second of recording. You may need to experiment with different sample rates and formats to determine which format best suits your voice.

Using My Text

When using Inbox or MSN Messenger, use My Text to quickly insert preset or frequently used messages into the text entry area. To insert a message, tap **My Text** and then tap a message.

> **NOTE:** After inserting a My Text message, you can add text to it before you send the message.

To edit a My Text message, tap **Tools** → **Edit My Text Messages**. Select the message you wish to edit and make desired changes.

3 Managing Your Pocket PC

This chapter tells you how to effectively manage power, memory, settings, data and programs of your Pocket PC.

3.1 Managing Power

You must maintain a continuous power supply to your Pocket PC to retain your data, including any information, programs or settings that you added to your Pocket PC.

A fully charged battery should provide power for up to 8 hours of use. The operating time of a fully charged battery depends on how you are using the Pocket PC. Some functions, such as using multimedia or operating a SD/MMC card, may consume the battery power considerably.

Low Battery Signals and Actions

CAUTION:

- Though your Pocket PC can retain data for 72 hours after its battery runs completely out of power, you must constantly charge the battery of your Pocket PC. This can prevent data loss or damage to the battery caused by the battery's being kept in a discharged state for too long.
- When you recharge the battery upon a warning of low power, you should charge for at least 30 minutes. If you unplug the AC adapter soon, you may not have sufficient battery power for your operation.

You can monitor the battery power by tapping → **Settings** → **System** tab → **Power** icon. The remaining power is displayed on a status bar in the Power control panel.

When the battery is low, your Pocket PC will pop up a warning message. You should save your data and recharge the battery immediately upon a warning of low power; otherwise your Pocket PC will turn off automatically. You need to

connect the Pocket PC to external AC power for charging before you can use it again. If the battery completely runs out of power, you will lose any information, programs or settings that you added.

Power Management Tool

Supplied with your Pocket PC is a tool called "Mio Utility." This tool helps you effectively manage power to prolong the battery's operating time.

Tap → **Settings** → **System** tab → **Mio Utility**. The tool consists of three tabs: **System**, **Smart Battery**, and **WakeUp**. They are described as below.

System

This page shows the program information. It does not contain any adjustable items.

Smart Battery

Select a mode from the following four options.

- **Auto** Pocket PC will automatically adjust the CPU speed according to the need of the current operation.
- **Low Performance** The CPU always runs at a lower speed, thus extending the battery life.
- **High Performance** The CPU always runs at normal speed, thus providing standard battery life.
- **Superior Performance** The CPU always runs at a high speed, thus shortening the battery life.

WakeUp

- **SD slot powered off during sleep mode**
  Sets if the Pocket PC will stop the power supply to the SD/MMC slot when the Pocket PC is suspended. (The default setting is unchecked.)

You can also select the events for waking up your Pocket PC. Check the desired item(s). (The default settings are all enabled.)

- **Application buttons**
- **Record Button**

- **SD/MMC Card insertion/removal**
- **USB Plug-In**

Power-Saving Tips

Follow these suggestions to maximize the battery's operating time, particularly when you are relying solely on the battery power for extended time periods.

- Suspend frequently.
  By default, the screen backlight will automatically turn off and the Pocket PC will also turn off when it has been idle for a period of time. You can shorten the length of the idle time using → **Settings** → **System** tab → **Power** → **Advanced** tab to set up.
  Press the power button to turn off your Pocket PC when it is not in use, even for a short time. You can also manually turn off the backlight by pressing and holding the power button.

- Turn off functions not needed or adjust settings.
  - ✓ Lower the volume.
  - ✓ Do not enable sounds or light flashing except for the most necessary notifications. (Tap → **Settings** → **Personal** tab → **Sounds & Notifications** icon to set up.)
  - ✓ Remove the SD/MMC card, if installed, from the slot if you are not using it.

- Avoid power-consuming situations such as:
  - ✓ When connecting your Pocket PC to your desktop computer (Your Pocket PC will not auto-suspend while it is connected.)
  - ✓ When using a modem or other peripheral
  - ✓ When monitoring infrared transfers (Although you can set your Pocket PC to constantly monitor the IR port for files sent from other devices, doing so will quickly drain your battery.)
  - ✓ When playing sound or music
  - ✓ When recording.

3.2 Managing Memory

Storage and Program Memory

Files, settings and data that you add to your Pocket PC are stored in RAM (Random Access Memory). The RAM on your Pocket PC is shared between storage memory and program memory.

- **Storage memory**
  Storage memory is used to store the data you create and additional programs you install.
- **Program memory**
  Program memory is used to run programs on your Pocket PC.

Your Pocket PC automatically manages the allocation between storage and program memory. However, in some situations, such as when the memory is running out, your Pocket PC may not be able to automatically adjust the allocation. (For information on solving memory problems, see section 7.4.)

Additional Memory

You can buy a SD/MMC storage card for backup, storage, archives or to transfer large files to other devices. Files stored on a storage card appear in a folder called **SDMMC Disk**, listed under **My Device** in the File Explorer application.

Data stored on a storage card will be saved, even if your Pocket PC loses power. To protect your data, you can back up regularly to a storage card.

3.3 Customizing Your Pocket PC

> **NOTE:** Incorrect settings may cause your system to malfunction. Make sure that you fully understand the function of a certain item before any adjustment.

You can customize the settings of the Pocket PC to your own preferences. Tap → **Settings**. You can tap any of the icons on the **Personal**, **System** or **Connections** tabs for the options. The items you can customize are described as follows:

Tab	Items	Descriptions
Personal	**Buttons**	To assigns programs to the hardware buttons and set the repeat rate of the scroll dial.
	Input	To set up items related to Block Recognizer, soft keyboard, Letter Recognize, Transcriber input methods and voice recording format.
	Menus	To customize what appear on the **Start** menu and to enable a pop-up menu from the **New** button on the **Today** screen.
	Owner Information	To enter your personal information.
	Password	To set a password for security. (See the proceeding subsection for more information.)
	Sounds & Notifications	To set the conditions and types of the sounds, system volume and ways of notifications.
	Today	To select the information you want displayed on the Today screen and to select a desired theme for the background.

Tab	Items	Descriptions
System	**About**	To show the hardware information of the Pocket PC and to define the device name that your Pocket PC uses for identifying itself to other computers.
	Backlight	To adjust the brightness level of the display and to set the automatic turnoff for power saving purposes.
	Certificate	To establish your identify or the identify of other computers. Certificates help establish your identity when you are logging onto a secured network, such as a corporate network. Certificates also help establish the identity of other computers, such as servers, with which you connect. This helps prevent unauthorized users from accessing your Pocket PC and information.
	Clock	To change the time and date and to set alarms.
	Memory	To temporarily adjust the allocation between storage and program memory, to view the memory on the storage card (if installed) and to manually stop a program if it becomes unstable or program memory is low.
	Power	To show the remaining battery power and to set the time for the Pocket PC to turn off automatically.
	Regional Settings	To specify the region of your location and the formats of the number, currency, time and date.
	Remove Programs	To remove programs you added to the RAM of your Pocket PC.
	Screen	To adjust the touch screen for accurate screen taps and to enable ClearType feature for easier reading of text in programs that support ClearType.
Connections	**Beam**	To send and receive information and files between IR ports. (See Section 6.2 for more information.)
	Connections	To set up or change connection information. (See Section 6.1 for more information.)

Setting a Password

A password can safeguard your Pocket PC against unauthorized use. Follow this procedure to set a password:

1. Tap → **Settings** → **Personal** tab → **Password** icon.
2. Check the **Prompt if device unused** item and select a value to set the time for the Pocket PC to prompt for password after idling.
3. Select the type of password you would like to use. You can set a four-digit password or a long password containing a combination of at least seven characters, digits or punctuation
4. Tap the digits or characters to set your password.
5. To keep a hint for yourself in case you forget your password, tap the **Hint** tab and enter your hint.
6. Tap **OK**.

> **NOTE:** You need to clear the memory of your Pocket PC if you eventually forget the password. (See section 7.2.)

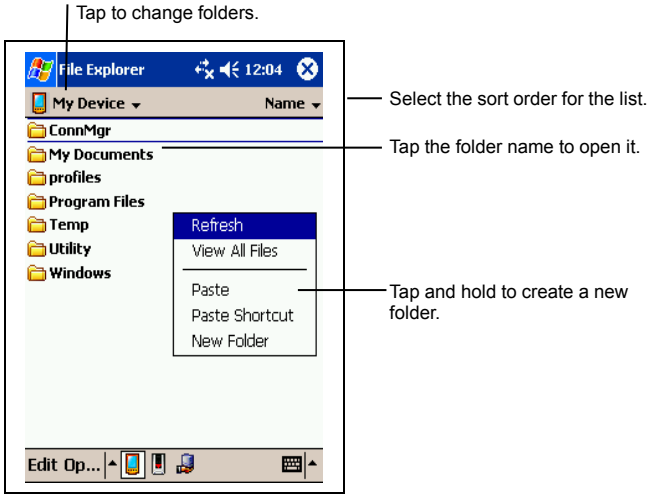
3.4 Finding and Organizing Information

The Find feature on your Pocket PC helps you quickly locate information.

To find a file, tap → **Find**. Enter the text you want to find, select a data type and then tap **Go** to start the search.

> **NOTE:** To quickly find information that is taking up storage space on your Pocket PC, select **Larger than 64 KB** under **Type**.

You can also use the File Explorer to find files on your Pocket PC and to organize these files into folders. Tap → **Programs** → **File Explorer** icon.



> **NOTE:** You can move files in File Explorer by tapping and holding the item you want to move, tapping **Cut** or **Copy** on the pop-up menu, browsing to the new location and then tapping **Paste**.

3.5 Backing Up Data

To prevent loss of data, you should back up your Pocket PC frequently. Your Pocket PC comes with two programs for backing up data:

- **Microsoft ActiveSync**
  ActiveSync enables you to back up data to your desktop computer. You can back up all data on your Pocket PC or only your PIM databases (Calendar, Contacts and Tasks). You can set ActiveSync to back up automatically each time you connect or you can back up manually, whenever you choose. For more information, see ActiveSync Help on your desktop computer.
- **eBackup**
  A utility called eBackup is supplied with your Pocket PC to let you easily back up data. (See section 5.8 for instructions.)

3.6 Adding or Removing Programs

Programs added to your Pocket PC at the factory are stored in ROM (Read-Only Memory). You cannot remove the programs and you will never accidentally lose ROM contents. All other programs and data files added to your Pocket PC after factory installations are stored in RAM.

You can install any program created for your Pocket PC as long as your Pocket PC has enough memory. The most popular place to find software for your Pocket PC is on the Pocket PC Web site (http://www.pocketpc.com).

Adding Programs

To Add Programs Using ActiveSync

You will need to install the appropriate software for your Pocket PC on your desktop computer before installing it on your Pocket PC.

1. Determine your Pocket PC and processor type so that you know which version of the software to install. Tap → **Settings** → **System** tab → **About** icon → **Version** tab and make a note of the information in Processor.
2. Download the program to your desktop computer or, if you have a CD or disk containing the program, insert the CD or disk into your desktop

computer. You might see a single *.xip, *.exe *.zip file, a Setup.exe file or several versions of files for different device types and processors. Be sure to select the program designed for the Pocket PC and your Pocket PC processor type.

3. Read any installation instructions, Read Me files or documentation that comes with the program. Many programs provide special installation instructions.
4. Connect your Pocket PC and desktop computer.
5. Double-click on the *.exe file.
   - If the file is an installer, the installation wizard begins. Follow the directions on the screen. Once the software has been installed on your computer, the installer automatically transfers the software to your Pocket PC.
   - If the file is not an installer, you will see an error message stating that the program is valid but it is designed for a different type of computer. You will need to move this file to your Pocket PC. If you cannot find any installation instructions for the program in the Read Me file or documentation, use ActiveSync Explore to copy the program file to the Program Files folder on your Pocket PC. For more information on copying files using ActiveSync, see ActiveSync Help.

   NOTE: You can also use Pocket Internet Explorer to download some programs from the Internet directly to your Pocket PC if your Pocket PC is connected to Internet.

Once installation is complete, tap → **Programs** and tap the program icon to switch to it.

To Add a Program to the Start Menu

Use one of the following methods to add a program to the Start menu.

- Tap → **Settings** → **Menu** icon and tap the check box for the program. If you do not see the program listed, use any of the following two methods.
- **If you are using File Explorer on the Pocket PC:**
  Tap → **Program** → **File Explorer** icon and locate the program (tap the folder list, labelled **My Documents** by default and tap **My Device** to see a list of all folders on the Pocket PC). Tap and hold the program and tap **Cut** on the pop-up menu. Open the Start Menu folder located in the Windows

folder, tap and hold a blank area of the window and tap **Paste** on the pop-up menu. The program appears on the Start menu.

- **If you are using ActiveSync on the desktop computer:**
  Use the Explorer in ActiveSync to explore your Pocket PC files and locate the program. Right-click on the program and then click on **Create Shortcut**. Move the shortcut to the Start Menu folder in the Windows folder. The shortcut appears on the Start menu.

Removing Programs

To remove a program from your Pocket PC:

1. Tap → **Settings** → **System** tab → **Remove Programs**.
2. Select the program in the list then tap **Remove**.

If the program does not appear in the list of installed programs, use File Explorer on your Pocket PC to locate the program, tap and hold the program and then tap **Delete** on the pop-up menu.

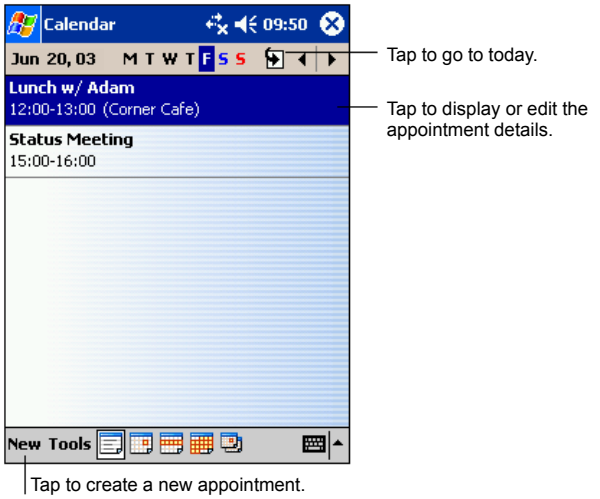
4 Microsoft Pocket Outlook

This chapter tells you how to use Microsoft Pocket Outlook that includes Calendar, Contacts, Tasks, Notes and Inbox. You can use these programs individually or together. For example, e-mail addresses stored in Contacts can be used to address e-mail messages in Inbox.

4.1 Calendar: Scheduling Appointments and Meetings

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Agenda, Day, Week, Month and Year) and set Calendar to remind you of appointments with a sound or other method. Appointments for the day can be displayed on the Today screen.

Tap → **Calendar** or press the Calendar button on your Pocket PC to switch to the program.

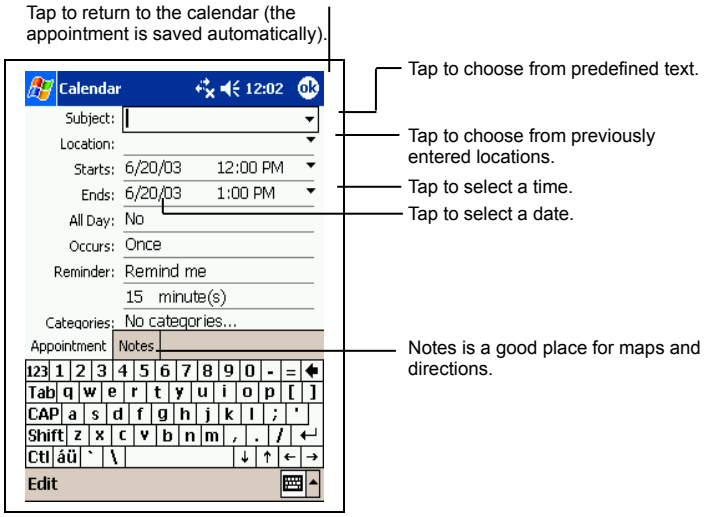


NOTE: You can customize the Calendar display (for example, change the first day of the week), by tapping **Tools → Options**.

Creating an Appointment

1. In Day or Week view, tap the desired date and time for the appointment.

6. Tap **New**.

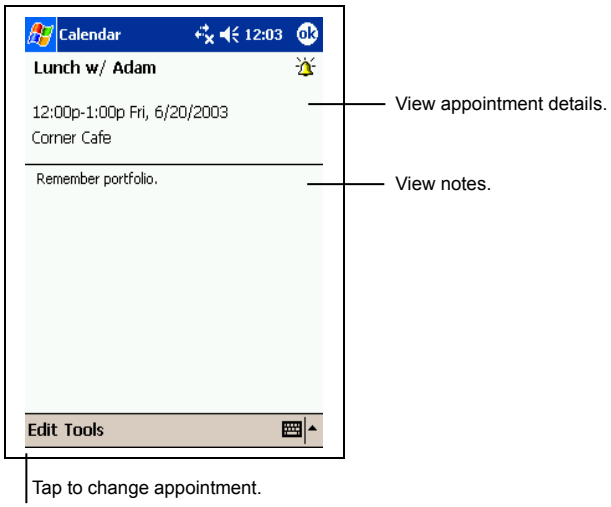


7. Using the Input panel, tap first to select the field, and then enter a description and a location.
8. If needed, tap the date and time to change them.
9. Enter other desired information. You will need to hide the Input panel to see all available fields.
10. You can also do the followings with regard to this appointment:
    - ●Add a note.
    - ●Create an all day event.
    - ●Set a reminder.
    - ●Make the appointment recurring.
    - ●Assign the appointment to a category.
    - ●Send a meeting request.
    - ●Beam the appointment.

    For more information, tap → **Help.**
11. Tap **OK** to return to Calendar.

Using the Calendar Summary Screen

When you tap an appointment in Calendar, a summary screen is displayed. To change the appointment, tap **Edit**.



Creating Meeting Requests

You can use Calendar to set up meetings with users of Outlook or Pocket Outlook. The meeting notice will be created automatically and sent either when you synchronize Inbox or when you connect to your email server. Indicate how you want meeting requests sent by tapping **Tools → Options**. If you send and receive email messages through ActiveSync, select **ActiveSync.**

To schedule a meeting:

1. Create an appointment.

12. In the appointment details, hide the Input panel and then tap **Attendees**.

13. From the list of email addresses in Contacts, select the meeting attendees.

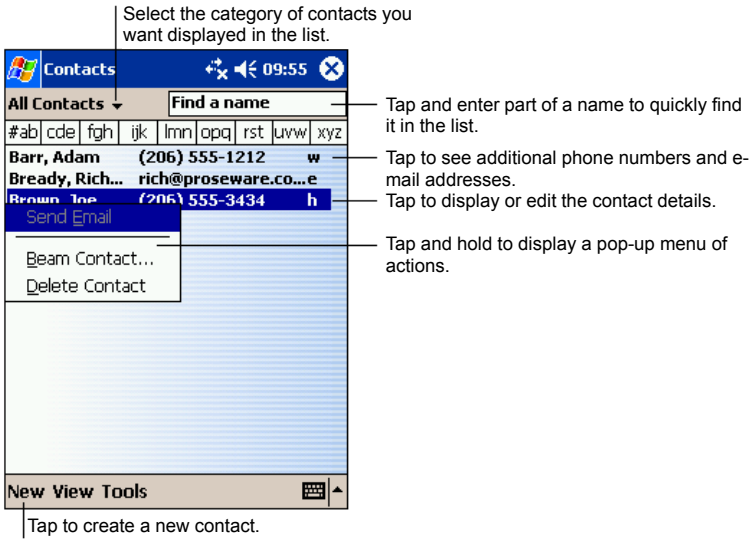
The meeting notice is created automatically and placed in the Outbox folder.

For more information on sending and receiving meeting requests, see Calendar Help and Inbox Help on your Pocket PC.

4.2 Contacts: Tracking Friends and Colleagues

Contacts maintains a list of your friends and colleagues so that you can easily find the information you are looking for, whether you are at home or on the road. Using the IR port on the Pocket PC, you can quickly share Contacts information with users of Pocket PCs and other mobile devices.

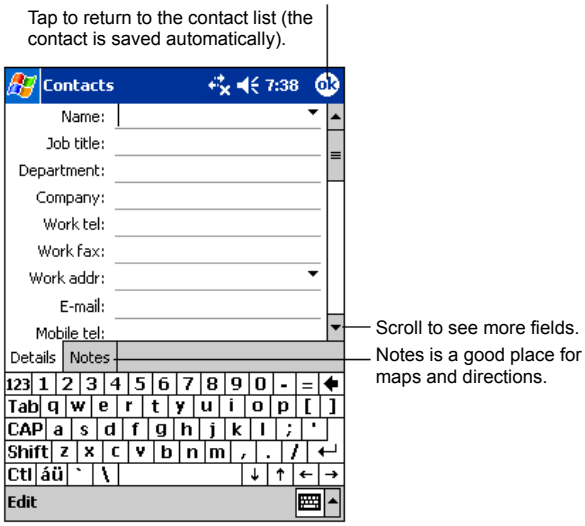
Tap → **Contacts** or press the Contacts button on your Pocket PC to switch to the program.


Select the category of contacts you want displayed in the list.
Contacts
09:55
All Contacts
Find a name
#ab cde fgh ijk lmn opq rst uvw xyz
Barr, Adam (206) 555-1212 w
Bready, Rich... rich@proseware.co...e
Send Email
Beam Contact...
Delete Contact
New View Tools
Tap to create a new contact.
Tap and enter part of a name to quickly find it in the list.
Tap to see additional phone numbers and e-mail addresses.
Tap to display or edit the contact details.
Tap and hold to display a pop-up menu of actions.

NOTE: To change the way information is displayed in the list, tap **Tools** → **Options**.

Creating a Contact

1. In Contacts, tap **New**.



2. Using the Input panel, enter a name and other contact information. You will need to scroll down to see all available fields.

3. You can also do the followings with regard to this contact:
   - Add a note.
   - Assign the contact to a category.
   - Send an e-mail to the contact.
   - Synchronize the contact.
   - Beam the contact.

   For more information, tap → **Help.**

4. Tap **OK** to return to the contact list.

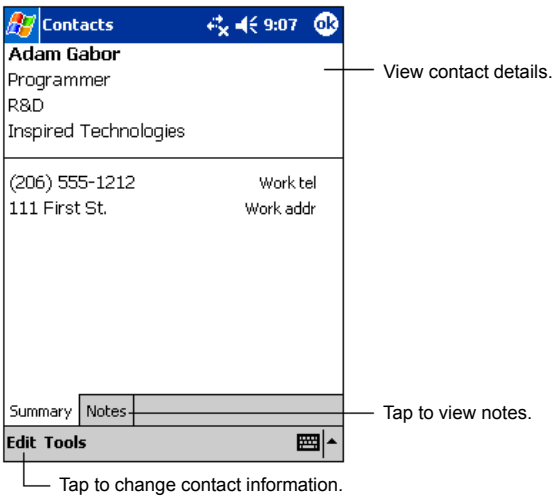
Finding a Contact

There are four ways to find a contact:

- Tap → **Find**, enter the contact name, select **Contacts** for the type then tap **Go**.
- In the contact list, enter a contact name in the box under the Navigation bar. To show all contacts again, clear text from the box or tap the button to the right of the box.
- In the contact list, tap the category list (labeled **All Contacts** by default) and select the type of contact that you want displayed. To show all contacts again, select **All Contacts**. To view a contact not assigned to a category, select **None**.
- To view the names of companies your contacts work for, in the contact list, tap **View** → **By Company**. The number of contacts that work for that company will be displayed to the right of the company name.

Using the Contacts Summary Screen

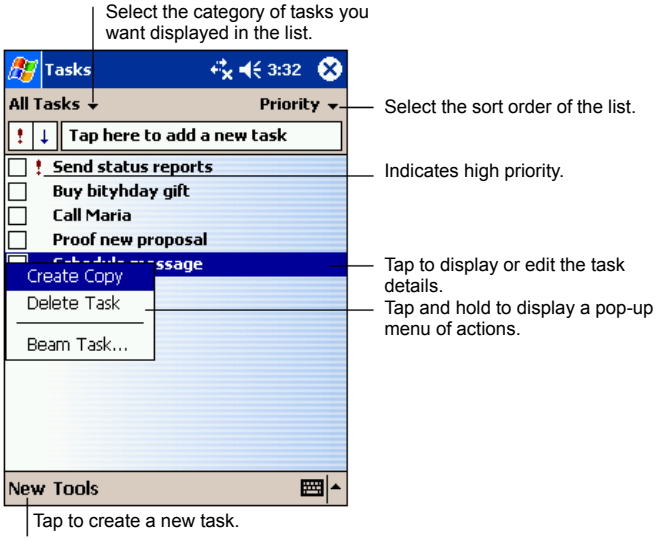
When you tap a contact in the contact list, a summary screen is displayed. To change the contact information, tap **Edit**.



4.3 Tasks: Keeping a To Do List

Use Tasks to keep track of what you have to do.

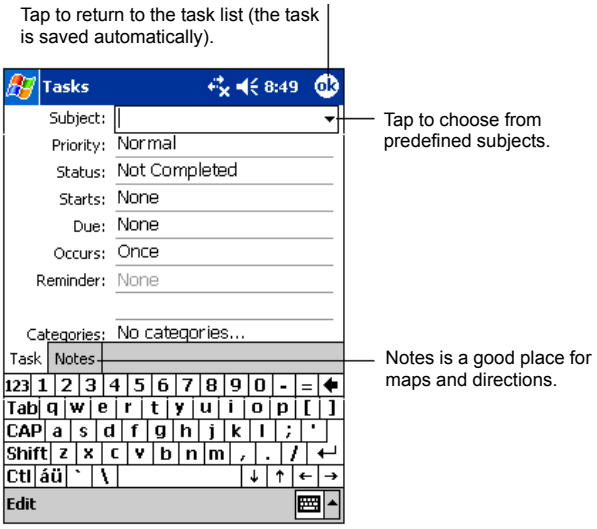
Tap → **Tasks** or press the Tasks button on your Pocket PC to switch to the program.


Select the category of tasks you want displayed in the list.
Tasks
3:32
All Tasks
Priority
Select the sort order of the list.
Tap here to add a new task
Send status reports
Indicates high priority.
Buy bityhday gift
Call Maria
Proof new proposal
Tap to display or edit the task details.
Create Copy
Delete Task
Tap and hold to display a pop-up menu of actions.
Beam Task...
New Tools
Tap to create a new task.

NOTE: To change the way information is displayed in the list, tap **Tools** → **Options**.

Creating a Task

1. In Task, tap **New**.



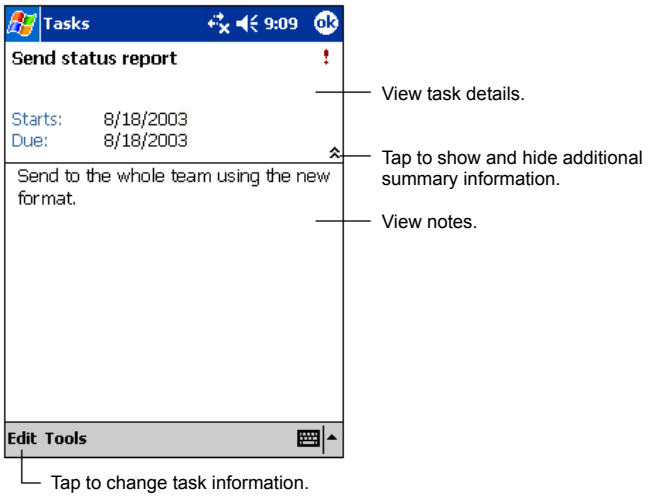
14. Using the Input panel, enter a description.
15. You can enter a start date and due date or enter other information by first tapping the field. If the Input panel is open, you will need to hide it to see all available fields.
16. You can also do the followings with regard to this task:
    - Add a note.
    - Set a reminder.
    - Make the task recurring.
    - Assign the task to a category.
    - Beam the task.
    - Synchronize the task.

    For more information, tap → **Help.**
17. Tap **OK** to return to the task list.

> **NOTE:** To quickly create a task with only a subject, tap **Tools** → **Entry Bar** → **Tap here to add a new task**. Enter your task information.

Using the Tasks Summary Screen

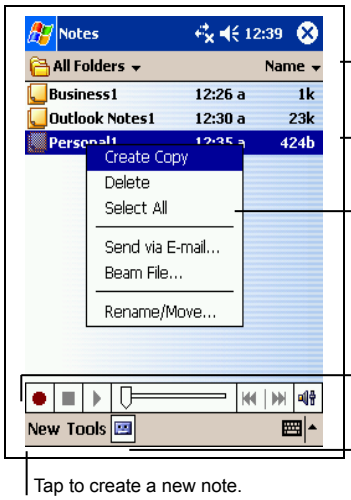
When you tap a task in the task list, a summary screen is displayed. To change the task, tap **Edit**.



4.4 Notes: Capturing Thoughts and Ideas

Quickly capture thoughts, reminders, ideas, drawings and phone numbers with Notes. You can create a written note or a recording. You can also include a recording in a note. If a note is open when you create the recording, it will be included in the note as an icon. If the note list is displayed, it will be created as a stand-alone recording.

Tap → **Notes** or press the Notes button on your Pocket PC to switch to the program.



Tap to change the sort order of the list.

Tap to open a note or play a recording.

Tap and hold to display a pop-up menu of actions.

Tap to record.

Tap to show or hide the Recording toolbar.

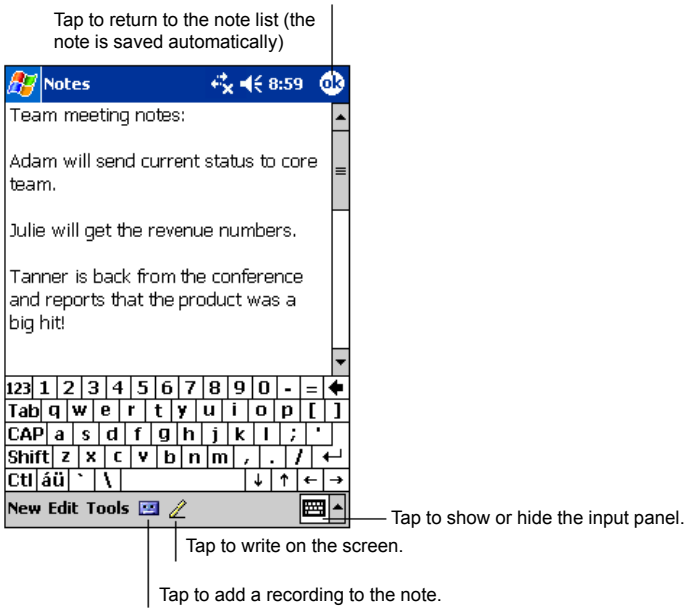
Tap to create a new note.

Creating a Note

1. In Notes, tap **New**.

   > **NOTE:** You can create a note by using a template. Tap the folder list (labeled **All Folders** by default) and then **Template**. Tap the template you want to use and make your changes.

2. Create your note by writing, drawing, typing and recording. For more information about using the Input panel, writing and drawing on the screen and creating recordings, see section 2.8.


Tap to return to the note list (the note is saved automatically)
Notes
8:59
ok
Team meeting notes:
Adam will send current status to core team.
Julie will get the revenue numbers.
Tanner is back from the conference and reports that the product was a big hit!
New Edit Tools
Tap to show or hide the input panel.
Tap to write on the screen.
Tap to add a recording to the note.

3. You can also do the followings with regard to this note:
   - Beam the note.
   - Send the note via e-mail.
   - Create a template

   For more information, tap → **Help.**

4. Tap **OK** to return to the note list.

4.5 Inbox: Sending and Receiving E-mail Messages

You can use Inbox to send and receive email messages in two ways:

- By synchronizing email messages with Microsoft Exchange or Microsoft Outlook on your desktop computer.
- By connecting directly to an e-mail server through an ISP (Internet Service Provider) or a network. This method requires an optional modem or network card.

Tap → **Inbox** on your Pocket PC to switch to the program.

Synchronizing E-mail Messages

E-mail messages can be synchronized as part of the general synchronization process. To do this, you need to enable Inbox synchronization in ActiveSync For information on enabling Inbox synchronization, see ActiveSync Help on the desktop computer.

During synchronization, the following occurs:

- Messages are copied from the mail folders of Exchange or Outlook on your desktop computer to the ActiveSync folder in Inbox on your Pocket PC. By default, you receive messages from the past three days only, the first 100 lines of each message file attachments of less than 100 KB in size.
- Email messages in the Outbox folder on your Pocket PC are transferred to Exchange or Outlook and then sent from those programs.
- The messages on the two computers are linked. When you delete a message on your Pocket PC, it is deleted from your desktop computer the next time you synchronize.
- Email messages in subfolders in other e-mail folders in Outlook are synchronized only if they have been selected for synchronization in ActiveSync

> **NOTE:** You can also synchronize email messages with your desktop computer from a remote location. For more information, see section 5.1.

Connecting Directly to an E-mail Server

You can send and receive email messages by connecting to a POP3 or IMAP4 e-mail server if you can connect to your ISP or local area network. (For information on connection, see Section 6.1.)

Setting up an Email Service

You can use multiple email services to receive your messages. For each email service you intend to use, first set up and name the email service. If you use the same service to connect to different mailboxes, set up and name each mailbox connection.

In Inbox, tap **Acccouts → New Account**. Follow the directions in the New Service Wizard. For an explanation of a screen, tap at the upper right corner of the screen.

> **NOTE:** You cannot add a new service while connected. Tap **Accounts → Disconnect** to disconnect.

When you connect to the email server, new messages are downloaded to the Inbox folder on your Pocket PC, messages in the Pocket PC Outbox folder are sent messages that have been deleted on the email server are removed from the Inbox folder on your Pocket PC.

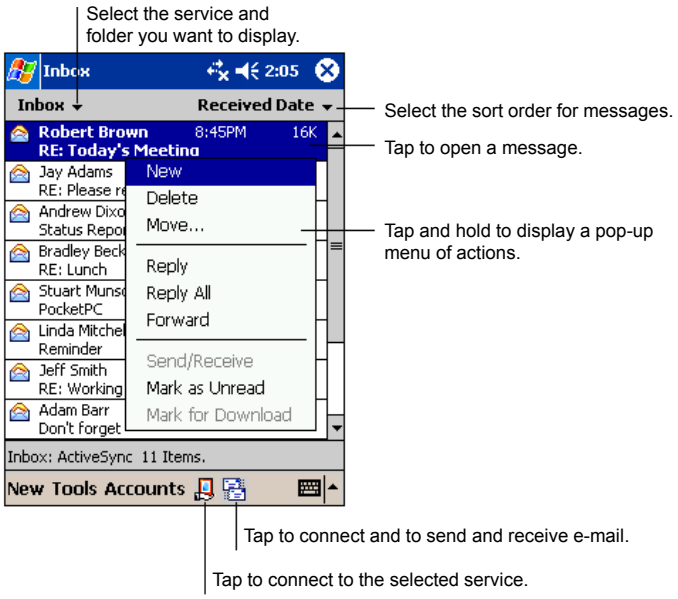
Messages that you receive directly from an email server are linked to your email server rather than your desktop computer. When you delete a message on your Pocket PC, it is also deleted from the email server the next time you connect based on the settings you selected in ActiveSync.

You can work online or offline. When working online, you read and respond to messages while connected to the email server. Messages are sent as soon as you tap **Send**, which saves space on your Pocket PC.

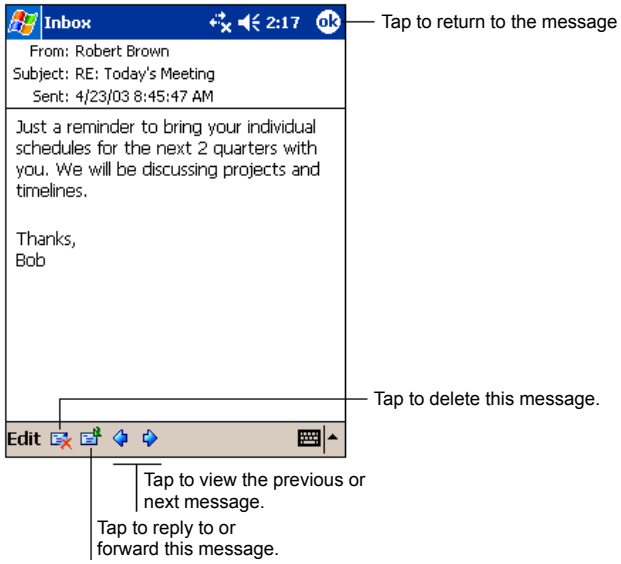
When working offline, once you have downloaded new message headers or partial messages, you can disconnect from the email server and then decide which messages to download completely. The next time you connect, Inbox downloads the complete messages you have marked for retrieval and sends the messages you have composed.

Using the Message List

Messages you receive are displayed in the message list. By default, the most recently received messages are displayed first in the list.



When you receive a message, tap it to open it. Unread messages are displayed in bold.


Inbox
2:17
ok
From: Robert Brown
Subject: RE: Today's Meeting
Sent: 4/23/03 8:45:47 AM
Just a reminder to bring your individual schedules for the next 2 quarters with you. We will be discussing projects and timelines.
Thanks,
Bob
Edit
Tap to return to the message
Tap to delete this message.
Tap to view the previous or next message.
Tap to reply to or forward this message.

When you connect to your email server or synchronize with your desktop computer or server, by default, you will receive messages from the last three days only, the first 100 lines of each new message file attachments of less than 100KB in size. The original messages remain on the server or your desktop computer.

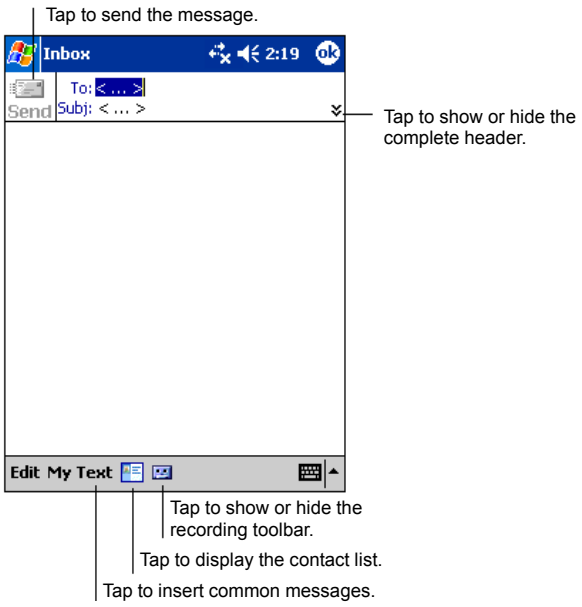
You can mark the messages that you want to retrieve in full during your next synchronization or email server connection. In the message list, tap and hold the message you want to retrieve. On the pop-up menu, tap **Mark for Download**. The icons in the Inbox message list give you visual indications of message status.

You specify your downloading preferences when you set up the service or select your synchronization options. You can change them at any time.

- Change options for Inbox synchronization using ActiveSync options. For more information, see ActiveSync Help.
- Change options for direct email server connections in Inbox on your Pocket PC. Tap **Accounts** → **Accounts** and tap the service you want to change. Tap and hold the account and tap **Delete** to remove an account.

Composing and Sending Messages

1. In Inbox, tap **New**.
2. In the **To** field, enter an email address of one or more recipients, separating them with a semicolon. If the address is already in your contact list, you can tap **To** or the Contacts button in the Command bar to select the e-mail address.



3. To select a service, tap the DOWN arrow to display more header information. In the Account list, select ActiveSyn or the desired e-mail account.
4. Enter your message. To quickly enter common messages, tap **My Text** and select the desired message.
5. To check spelling, tap **Edit** → **Spell Check**.
6. If you want to attach a file to the message, tap **Edit** → **Add Attachment** and select the desired file.

> **NOTE:** OLE objects cannot be attached to Inbox messages.

7. Tap **Send** when you have finished the message. If you are working offline, the message is moved to the Outbox folder and is sent the next time you connect.

The message is placed in the Outbox folder on your Pocket PC and will be delivered in one of two ways:

- The message is transferred to the Outbox folder in Exchange or Outlook on your desktop computer and sent the next time you synchronize.
- The message is transferred to your email server the next time you connect. In Inbox, make sure the appropriate service is selected on the **Accounts** menu. Then tap the **Connect** button (or **Connect** on the **Accounts** menu).

Managing Email Messages and Folders

Each e-mail service account has its own folder hierarchy with five default folders: Inbox, Outbox, Deleted Items, Drafts and Sent Items. The messages you receive and send through the mail service are stored in these folders. You can also create additional folders within each hierarchy.

The Deleted Items folder contains messages that have been deleted on your Pocket PC. The behaviour of the Deleted and Sent Items folders depends on the options you have chosen.

Folder Behavior

The behavior of the folders you create depends on whether you are using ActiveSync, POP3 or IMAP4.

- If you use ActiveSync, email messages in the Inbox folder in Outlook are automatically synchronized with your Pocket PC. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move are mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your desktop computer.
- If you use POP3 and you move email messages to a folder you created, the link is broken between the messages on the Pocket PC and their copies on the mail server. The next time you connect, the mail server sees that the

messages are missing from the Pocket PC Inbox and deletes them from the server. This prevents you from having duplicate copies of a message, but it also means that you no longer have access to messages that you move to folders created from anywhere except the Pocket PC.

- If you use IMAP4, the folders you create and the email messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your Pocket PC or desktop computer. This synchronization of folders occurs whenever you connect to your mail server, create new folders or rename/delete folders when connected.

For all services except ActiveSync, you can access folder options by tapping **Tools** → **Manage Folders** in the message list.

5 More Programs

In addition to Microsoft Pocket Outlook, several programs are built into your Pocket PC. They include Microsoft ActiveSync, Microsoft Pocket Word, Microsoft Pocket Excel, Windows Media Player, Microsoft Reader, Pictures and additional programs. This chapter tells you how to use these programs.

5.1 Microsoft ActiveSync

> **NOTE:** ActiveSync is already installed on your Pocket PC. You need to install ActiveSync on your desktop computer. (For information on installing ActiveSync, see section 1.4.)

When you have established the connection between your Pocket PC and your desktop computer, you can synchronize the information between the two with ActiveSync. Synchronization compares the data on the two sides and updates both computers with the most recent information. For example, you can:

- Keep your Pocket Outlook Contacts, Calendar and Tasks databases up-to-date by synchronizing your Pocket PC with Microsoft Outlook data on your desktop computer.
- Synchronize email messages in your Pocket PC Inbox with email messages in Microsoft Outlook on your desktop computer.
- Synchronize Microsoft Word and Microsoft Excel files between your Pocket PC and desktop computer. Your files are automatically converted to the correct format.

With ActiveSync, you can also:

- Back up and restore your Pocket PC data.
- Copy (rather than synchronize) files between your Pocket PC and desktop computer.

- Add and remove programs on your Pocket PC.
- Pass through your desktop computer to a network or the Internet to perform tasks such as downloading IMAP4 e-mail messages or browsing the Internet on your Pocket PC.

Ways of Connecting to Your Desktop Computer

> **CAUTION:** Do not shut down or restart your desktop computer while your Pocket PC is connected. Turn off your Pocket PC or disconnect the cable before you shut down your desktop computer.

You can connect your Pocket PC to a desktop computer in several ways:

- Use the ActiveSync cable or USB cradle (optional) (See step 8 of section 1.4 for information.)
- Use the IR port in place of using a cable. IR ports can be found on many notebook computers; however, on a desktop computer, you may need to install and configure an IR port. To install the port, follow the manufacturer's instructions. (For complete instructions on connecting to your desktop computer by infrared, refer to ActiveSync Help on your desktop computer.)
- Use a network or dial-up connection. You can synchronize while connected to your desktop computer by a dial-up connection or over a LAN (Local Area Network).

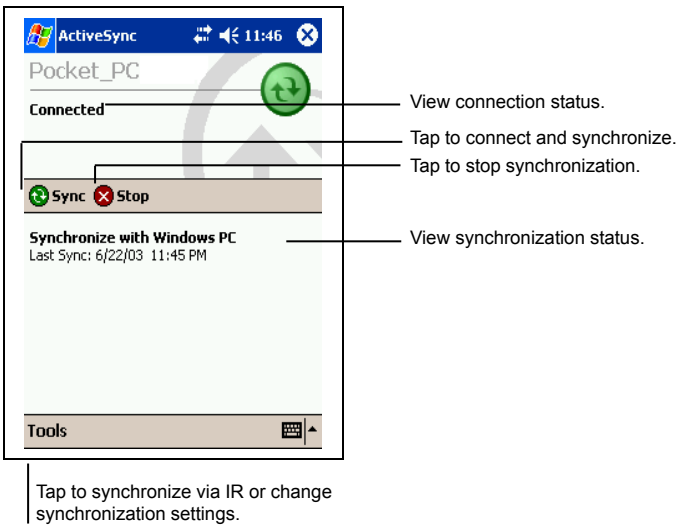
Synchronizing Data

Once you have created a partnership and completed the first synchronization, you can initiate synchronization from your Pocket PC.

To Synchronize from Your Pocket PC

1. Connect your Pocket PC to your desktop computer.
2. On your Pocket PC, tap → **ActiveSync**.

18. Tap to begin synchronization.



By default, ActiveSync does not automatically synchronize all types of information. Use ActiveSync options to turn synchronization on and off for specific information types. You can:

- Control when synchronization occurs by selecting a synchronization mode. For example, you can synchronize continually while the Pocket PC is connected or only when you choose the synchronize command.
- Select which information types are synchronized and control how much data is synchronized. For example, you can choose how many weeks of past appointments you want synchronized.

For information on setting ActiveSync options and using ActiveSync on your desktop computer, see ActiveSync Help on the desktop computer. For information on using ActiveSync on your Pocket PC, see ActiveSync Help on the Pocket PC.

To Synchronize from a Remote Location

You can also synchronize by dialing in to your desktop computer or connecting over a network. This can be useful if you need to synchronize files or PIM information while traveling. Before you leave, you must configure both your Pocket PC and your desktop computer.

On your Pocket PC, you need to create a partnership between your Pocket PC and the desktop computer using one of the direct connection methods (USB

cable or infrared connection). You must also configure a connection on your Pocket PC as described in section 6.1.

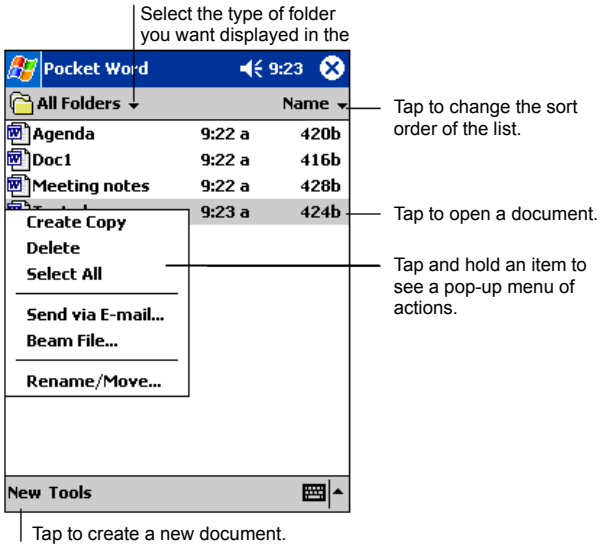
On your desktop computer, you need to ensure the following:

- The desktop computer or network server is configured to allow your Pocket PC to connect. Depending on the version of Windows running on the desktop computer, you may need to install and configure Remote Access Services or Dial-Up Networking on the desktop computer.
- ActiveSync is configured to allow a network connection. For more information, see ActiveSync Help on your desktop computer.
- If you are using a modem on your desktop computer, turn the modem on before you leave.
- Leave your desktop computer on and be sure you logged on under the same user name that you used when you created the partnership.
- Your PIM program and email program (Microsoft Outlook or Microsoft Exchange) should be running correctly.

5.2 Pocket Word

Microsoft Pocket Word works with Microsoft Word on your desktop computer to give you easy access to copies of your documents. You can create new documents on your Pocket PC or you can copy documents from your desktop computer. Synchronize documents between your desktop computer and your Pocket PC regularly so that you have the most up-to-date content in both locations.

Tap → **Programs** and tap the **Pocket Word** icon to switch to the program.



Creating a Document

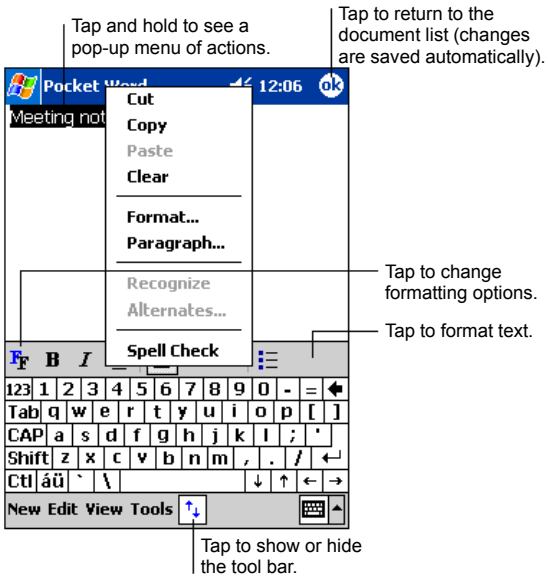
1. In Pocket Word, tap **New**.

> **NOTE:** To open a template rather than a blank document, select a template for new documents. Tap **Tools** → **Options** and select the desired template. When you tap **New**, the template appears with appropriate text and formatting already provided.

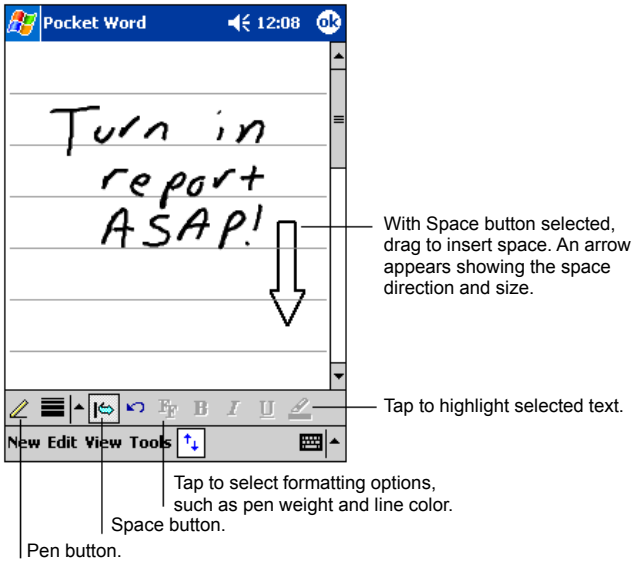
19. You can enter information in Pocket Word in one of four modes: writing, drawing, typing or recording. Use the **View** menu to switch between modes. Each mode has its own toolbar, which you can show and hide by tapping

the **Show/Hide Toolbar** button on the Command bar. (For more information on entering information, see section 2.8 or Pocket PC Help.)

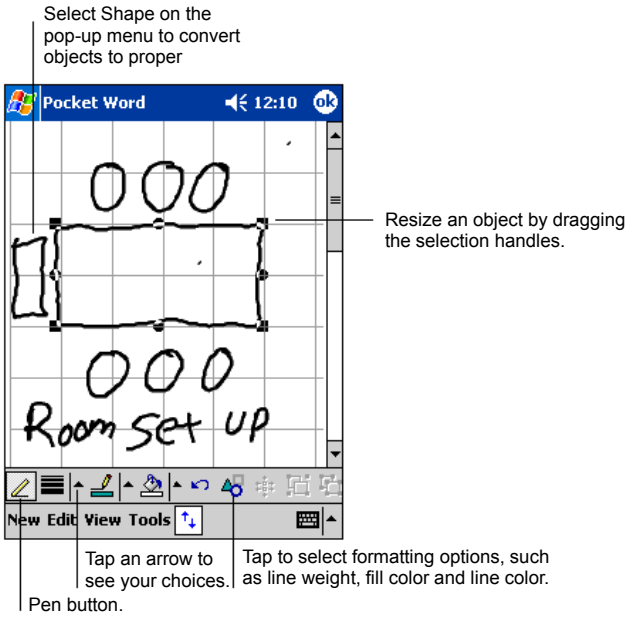
NOTE: Written words are converted to graphics (metafiles) when a Pocket Word document is converted to a Word document on your desktop computer.



Typing Mode


Pocket Word
12:08
ok
Turn in report ASAP!
New Edit View Tools
With Space button selected, drag to insert space. An arrow appears showing the space direction and size.
Tap to highlight selected text.
Tap to select formatting options, such as pen weight and line color.
Space button.
Pen button.

Writing Mode


Select Shape on the pop-up menu to convert objects to proper
Pocket Word
12:10
ok
000
000
Room set up
New Edit View Tools
Resize an object by dragging the selection handles.
Tap an arrow to see your choices.
Tap to select formatting options, such as line weight, fill color and line color.
Pen button.

Drawing Mode

20. When you have finished entering the information and tap **OK**, the document is automatically saved and named according to the first characters of text entered in the document.

Working with Pocket Word Documents

Opening a Document

Whenever you switch to Pocket Word, you will see the document list. Tap the desired document to open it. You can open only one document at a time; when you open a second document, you will be asked to save the first.

Changing Options of a Document

In an open document, you can:

- Save a document in a variety of formats, including Pocket Word Document (.psw), Rich Text Document (.rtf) and Plain Text Document (.txt), Word 97/2000 Document (.doc) and Word 97/2000 Template (.dot).

  > **NOTE:** If your document is simple, save it as a Plain Text Document to save storage space.

- Rename the document.
- Move the document to a storage card or folder.

For more information, see Word Help on your Pocket PC.

Tips for Working in Pocket Word

- You can change the zoom magnification by tapping **View → Zoom** and select the percentage you want. Select a higher percentage to enter text and a lower one to see more of your document.
- If you are opening a Word document created on a desktop computer, select **View → Wrap to Window** so that you can see the entire document.

5.3 Pocket Excel

Microsoft Pocket Excel works with Microsoft Excel on your desktop computer to give you easy access to copies of your workbooks. You can create new workbooks on your Pocket PC or you can copy workbooks from your desktop computer to your Pocket PC. Synchronize workbooks between your desktop computer and your Pocket PC so that you have the most up-to-date content in both locations. Pocket Excel provides fundamental spreadsheet tools, such as formulas, functions, sorting and filtering, which enable you to create simple workbooks, such as expense reports and mileage logs.

Tap → **Programs** and tap the **Pocket Excel** icon to switch to the program.

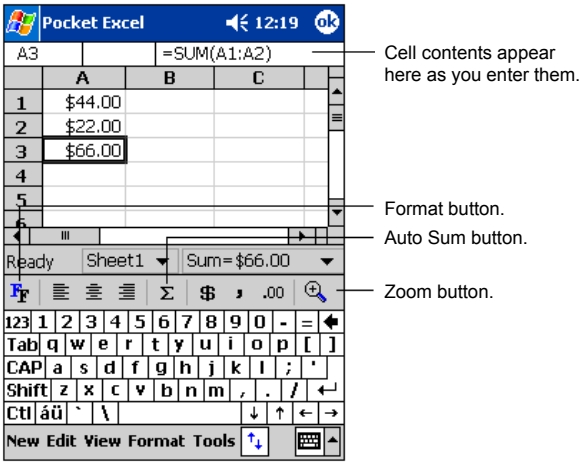
Creating a Workbook

1. In Pocket Excel, tap **New**.

> **NOTE:** To open a template rather than a blank workbook, select a template for new workbooks. Tap **Tools** → **Options** and select the desired template. When you tap **New**, the template appears with appropriate text and formatting already provided.

21. You can use Pocket Excel much the same way you use Excel on your desktop computer. You can enter formulas and functions and then filter

data to see the subset of information you want. (For more information on entering information, see section 2.8 or Pocket PC Help.)



22. When you have finished entering the information and tap **OK**, the workbook is automatically saved and named according to the first characters of text entered in the workbook.

Working with Pocket Excel Workbooks

Opening a Workbook

Whenever you switch to Pocket Excel, you will see the workbook list. Tap the desired workbook to open it. You can open only one workbook at a time; when you open a second workbook, you will be asked to save the first.

Changing Options of a Workbook

In an open workbook, you can:

- Save a workbook in a variety of formats, including Pocket Excel Workbook (.pxl), Pocket Excel 1.0 Workbook (.pxl), Pocket Excel Template (.pxt), Excel 97/2000 Workbook (.xls) and Excel 97/2000 Template (.xlt).
- Rename the workbook.
- Move the workbook to a storage card or folder.

For more information, see Excel Help on your Pocket PC.

Tips for Working in Pocket Excel

- View in full-screen mode to see as much of your worksheet as possible. Tap **View** → **Full Screen**. To exit full-screen mode, tap **Restore**.
- If your workbook contains sensitive information, you can protect it with a password. To do so, open the workbook and tap **Edit** → **Password**.
- Show and hide window elements. Tap **View** and then tap the elements you want to show or hide.
- Freeze panes on a worksheet. First, select the cell where you want to freeze panes. Tap **View** → **Freeze Panes**. You might want to freeze the top and leftmost panes in a worksheet to keep row and column labels visible as you scroll through a sheet.
- Split panes to view different areas of a large worksheet. Tap **View** → **Split** and drag the split bar to where you want it. To remove the split, tap **View** → **Remove Split**.
- Show and hide rows and columns. To hide a row or column, select a cell in the row or column you want to hide. Tap **Format** → **Row** or **Column** → **Hide**. To show a hidden row or column, tap **Tools** → **Go To** and then type a reference that is in the hidden row or column. When done, tap **Format** → **Row** or **Column** → **Unhide**.

5.4 MSN Messenger

MSN® Messenger on your Pocket PC provides the same chat environment as MSN Messenger on your desktop computer. These features include:

- See who is online.
- Send and receive instant messages.
- Have an instant message conversation with a group of contacts.
- Tell contacts that you are unavailable.
- Block contacts from seeing your status or sending you messages.

To use MSN Messenger, you must have an Internet connection. (For information on connections, see Section 6.1.)

In addition, you must have a Microsoft Passport™ account or a Microsoft Exchange email account. You must have a Passport to use MSN Messenger Service. If you have a Hotmail® or MSN account, you already have a Passport. Once you have one of these accounts, you are ready to set up your account.

> **NOTE:**
> - Sign up for a Microsoft Passport account at http://www.passport.com. Get a free Microsoft Hotmail email address at http://www.hotmail.com.
> - Tap → **Programs** → **Pocket MSN** to connect to Pocket MSN web site where you can subscribe to get popular MSN services on your Pocket PC.

Tap → **Programs** and tap the **MSN Messenger** icon to switch to the program.

Setting Up to Use MSN Messenger

Before you can connect, you must enter Passport or Exchange account information. Set up an account and sign in as follows:

1. In MSN Messenger, tap **Tools** → **Options**.

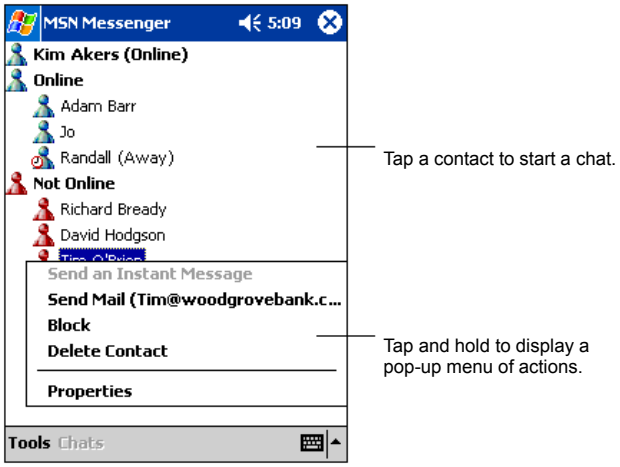
23. On the **Accounts** tab, enter your Passport or Exchange account information.

24. To sign in, tap the sign-in screen and enter your email address and password.

> **NOTE:** If you already use MSN Messenger on your desktop computer, your contacts show up on your Pocket PC without being added again.

Working with Contacts

The MSN Messenger window shows all of your messenger contacts at a glance and are divided into Online and Not Online categories. From this view, while connected, you can chat, send email, block the contact from chatting with you or delete contacts from your list using the pop-up menu.



NOTE:

- To see others online without being seen, in the **Tools** menu, tap **My Status** and select **Appear Offline.**
- If you block a contact, it appears offline but remains on the blocked contact's list. To unblock a contact, tap and hold the contact, then tap **Unblock** on the pop-up menu.

Chatting with Contacts

Tap a contact name to open a chat window. Enter your message in the text entry area at the bottom of the screen or tap **My Text** to enter a preset message and tap **Send**. To invite another contact to a multi-user chat, in the **Tools** menu, tap **Invite** and tap the contact you want to invite.

NOTE: To switch back to the main window without closing a chat, tap **Contacts**. To revert back to your chat window, tap **Chats** and select the person whom you were chatting with.

To know if the contact you are chatting with is responding, look for the message under the text entry area.

For more information on using MSN Messenger, tap → **Help**.

5.5 Windows Media Player for Pocket PC

Use Microsoft Windows Media Player for Pocket PC to play digital audio and video files that are stored on your Pocket PC or on a network, such as on a Web site.

Tap → **Windows Media** to switch to the program.

You can play files in either Windows Media or MP3 format (this include files with the extension .asf, .wma, .wmv and .mp3). To find content in Windows Media Format, see the WindowsMedia.com Web site (http://www.windowsmedia.com).

Use Microsoft Windows Media Player on your desktop computer to copy digital audio and video files to your Pocket PC.

For more information about using Windows Media Player, tap → **Help**.

5.6 Microsoft Reader

Use Microsoft Reader to read eBooks on your Pocket PC. Download books to your desktop computer from your favourite eBook Web site. Use ActiveSync to copy the book files to your activated Pocket PC. The books appear in the Reader Library, where you can tap them in the list to open them.

> **NOTE:** Before you can use Microsoft Reader, you must activate it from the Microsoft activation site (http://das.microsoft.com/activate). Follow the directions given at the Microsoft site.

Each book consists of a cover page, an optional table of contents and the pages of the book. You can:

- Page through the book by using the scroll dial on your Pocket PC or by tapping the page number on each page.
- Annotate the book with highlighting, bookmarks, notes and drawings.
- Search for text and look up definitions for words.

The Guidebook contains all the information you need to use the software. To open the Guidebook, tap **Help** on the Reader command bar. Or, on a book page, tap and hold on the book title then tap **Help** on the pop-up menu.

Tap → **Programs** and tap the **Microsoft Reader** icon to switch to the program.

Getting Books for Your Pocket PC

You can download book files from the Web. Just visit your favourite eBook retailer and follow the instructions to download the book files.

Sample books and a dictionary are also included in the MSReader folder on the Companion CD.

Use ActiveSync to download the files from your desktop computer to your activated Pocket PC as described in the Read Me file in the MSReader folder.

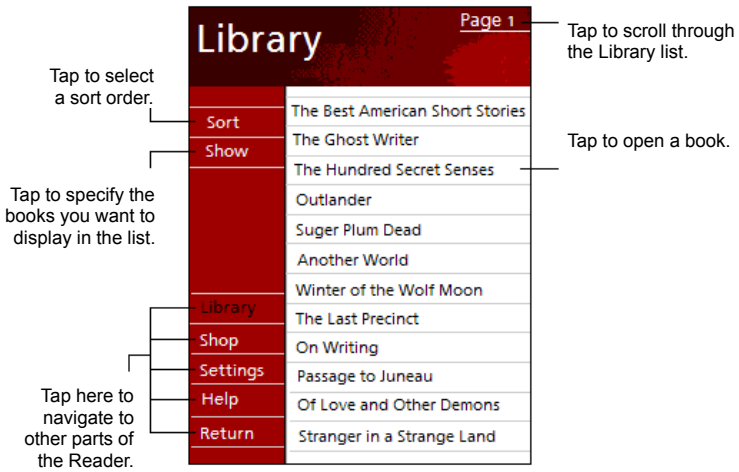
Using the Library

The Library is your Reader home page. The home page displays a list of all books stored on your Pocket PC or storage card.

To open the Library, use one of the two methods:

- On the Reader command bar, tap **Library**.
- On a book page, tap the book title and tap **Library** on the pop-up menu.

To open a book, tap its title in the Library list.

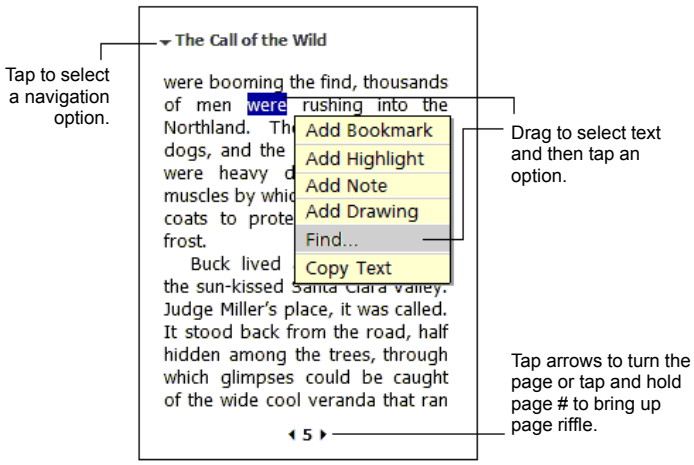


Reading a Book

Each book consists of a cover page, an optional table of contents and the pages of the book. Navigation options are listed in the bottom portion of the cover page.

The first time you open a book, you will probably want to go to the first page or to the table of contents, if there is one. Subsequently, whenever you open the book, you automatically go to the last page read.

In addition to the text, each book page includes a page number and book title.


Tap to select a navigation option.
The Call of the Wild
were booming the find, thousands of men were rushing into the Northland. Th
dogs, and the
were heavy d
muscles by whic
coats to prote
frost.
Buck lived
the sun-kissed Santa Clara Valley.
Judge Miller's place, it was called.
It stood back from the road, half hidden among the trees, through which glimpses could be caught of the wide cool veranda that ran
Add Bookmark
Add Highlight
Add Note
Add Drawing
Find...
Copy Text
5
Drag to select text and then tap an option.
Tap arrows to turn the page or tap and hold page # to bring up page riffle.

You can also page through a book by using the scroll dial on your Pocket PC.

Using Reader Features

Reading a book electronically gives you several options not available with paper books. These options are available from any book page.

Select text by dragging across the text on the page. Then, tap an option on the pop-up menu, as described here.

- **Search for Text**
  Find text in a book by tapping **Find** on the pop-up menu. Enter the word you want to search for and tap the desired Find option. Reader highlights found text on the page. To close Find, tap outside the box. To return to your original page, tap the title and then tap **Return** on the pop-up menu.
- **Copy Text**
  You can copy text from books that support this feature into any program that accepts text. On a book page, select the text you want to copy. Then, tap **Copy Text** on the pop-up menu. The text can be pasted into the program of your choice.
- **Bookmarks**
  When you add a bookmark to a book, a color-coded bookmark icon appears in the right margin. You can add multiple bookmarks to a book.

Then, from anywhere in the book, tap the bookmark icon to go to the bookmarked page.

- **Highlights**
  When you highlight text, it appears with a colored background.
- **Notes**
  When you attach a note to text, you enter the text in a note pad that appears on top of the book page. A Note icon displays in the left margin. To show or hide the note, tap the icon.
- **Drawings**
  When you add a drawing, a Drawing icon appears in the bottom-left corner of the page and drawing tools appear across the bottom of the page. Draw by dragging your stylus.
- To see a list of a book's annotations, including bookmarks, highlights, text notes and drawings, tap **Annotations Index** on the book's cover page. You can tap an entry in the list to go to the annotated page.

Removing a Book

When you finish reading a book, you can delete it to conserve space on your Pocket PC. If a copy of the book is stored on your desktop computer, you can download it again at any time.

To remove a book from your Pocket PC, tap and hold the title in the Library list and then tap **Delete** on the pop-up menu.

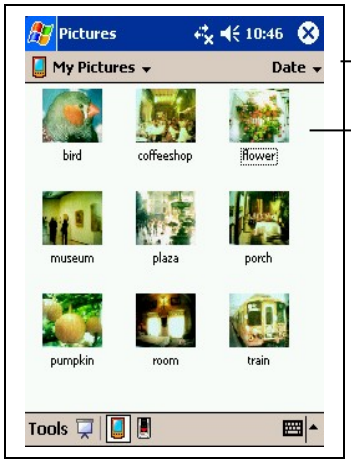
5.7 Pictures

Use Pictures to view jpg pictures stored on your Pocket PC or on a SD/MMC card, send pictures to others, view a slideshow of your pictures or set a picture as the background on the Today screen.

You can copy jpg pictures from your desktop computer to the **My Pictures** folder, within the **My Documents** folder on your Pocket PC. For more information on copying files from your desktop computer to your Pocket PC, see ActiveSync Help on your desktop computer.

1. To view pictures in a SD/MMC card, insert the card.
2. Tap → **Programs** and tap the **Pictures** icon to switch to the program.

25. By default, the program displays thumbnails of the jpg pictures in the **My Pictures** folder, within the **My Documents** folder on your Pocket PC. To view the jpg pictures in a SD/MMC card, tap . To view pictures on the Pocket PC, tap .



26. Thumbnails of pictures appear on the screen. You can tap one of them to view the picture in full screen.

For more information about using Pictures, tap → **Help**.

5.8 Additional Programs

In addition to Microsoft software, your Pocket PC manufacturer also provides additional programs to enhance your Pocket PC or facilitate your operation.

MP3 Player

The MP3 Player program turns your Pocket PC into an MP3 player. It features:

- Playback of MP3 and wav files
- Basic playback controls such as play, pause, stop, next and previous
- Equalizer settings with 17 presets
- Ways of playback including single playback, normal sequence, random sequence, repeat and sampling playback
- Play list support
- Remote control support when using the headset with the remote control

Tap → **Programs** and tap the **MP3 Player** icon to switch to the program. The control panel will appear on the screen where you can easily control the MP3 player by tapping the control buttons.

Playing MP3 Files

1. Have your MP3 files ready. You can copy the files either to the root directory of a SD/MMC card or to the **My Documents** directory of your Pocket PC.

27. Tap → **Programs** and tap the **MP3 Player** icon to switch to the program.

28. The program will search for MP3 files in the root directory of a SD/MMC card, as the first priority, and in the **My Documents** directory of your Pocket PC, as the second priority. When MP3 files are detected, they will be added to the play list.

29. To start the playback, tap . To control the playback, use the control buttons as described later.

30. To exit the program, tap **OK** or **File** → **Exit**.

NOTE:

- During the playback, you can tap to switch to other programs. The playback will not be interrupted.
- When files are added to the play list, the play list is automatically saved when you exit MP3 Player.
- You can create your own play lists for future playback. (See below for more information.)

Playback Controls

You can control the MP3 Player via control buttons or menus. See the table below for details:

Control Button	Name	Description	Use Menus as an Alternative
	Play/Pause	Play or pause the playback.	**Tool → Play/Pause**
	Stop	Stop the playback.	**Tool → Stop**
	Previous/ Next	Move to the previous or next file.	**Tool → Previous/Next**

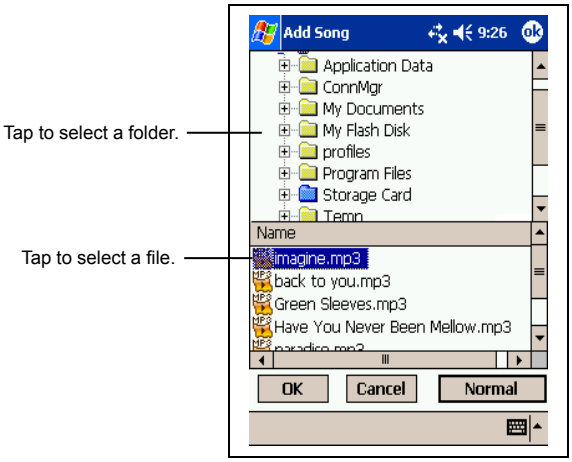
	Volume	Increase or decrease the volume. The volume indicator will appear.	**Tool → Add Volume (+)/Reduce Volume (–)**
	Mute	Switch mute on or off.	
	Backlight	Blank the screen. To save battery power, blank the screen when playing music. To restore the screen, press the power button.	**Tool → Screen Toggle**
	Slider	Move to a different location for playback.	
	Playback Mode	Switch among the following modes: Single playback Repeat all Repeat the current file Sampling playback	
	Open Play List	Open a play list.	**File → Open play list**
	Save Play List	Save a play list.	**File → Save pay list**
	Sequence	Normal sequence Random sequence	
	Add file/ Delete file	Add a file to the play list or remove a file from the play list.	**File → Add song/Delete song**
	Up/ Down	Move to the previous page or next page of the play list.	
	Equalizer	Open or close the equalizer panel. (See below for more information.)	**Tool → Equalizer**

Using Play Lists

1. To create your own play list in MP3 Player, tap on the control panel or **File → Add song**.

31. MP3 files detected in the SD/MMC card or **My Documents** folder will appear in the play list.

32. If you are adding files in other folders, tap **Advance** to access the browser window. The upper part of the window is where you select the folder and the lower part of the window is where you select the MP3 or wav file. Tap **OK** after your selection. Repeat the same step for all the other files you wish to add to the play list.

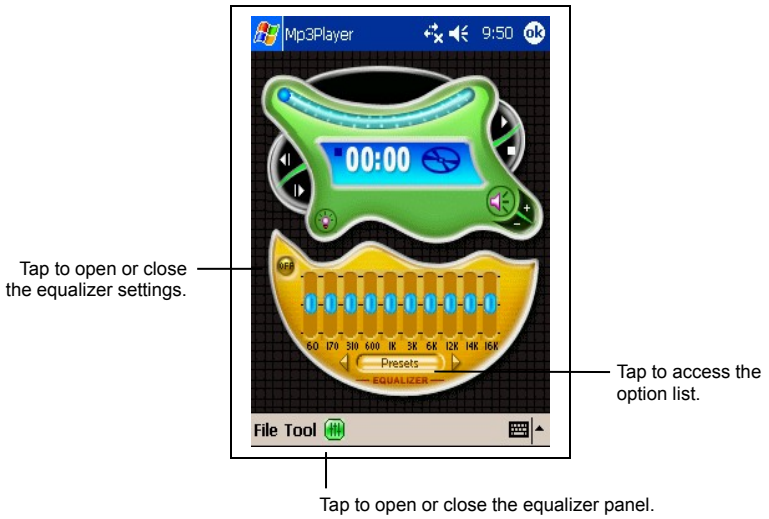


33. The filename will be added to the play list in sequence.

34. To save the play list, tap or **File → Save play list**, enter the filename and specify a folder if needed (default folder is **My Documents**). Tap **OK**.

35. To open your play list later on, tap or **File → Open play list**. The play list files in **My Documents** folder are displayed. If you are opening a play list in another folder, tap **Advance**. Tap **OK** after your selection and the playback will begin.

Equalizer



The MP3 Player provides 17 presets for various music effects. Tap to open the equalizer panel and tap **Presets** to access the option list. Available options are *blues*, *classical*, *club*, *dance*, *full bass*, *full bass & treble*, *full treble*, *dance hall*, *live*, *party*, *pop*, *reggae*, *rock*, *ska*, *soft*, *classic rock* and *techno*.

You can also manually adjust the equalizer. Tap **OFF** on the equalizer panel to switch it to **ON** and then move the slider. After your adjustment, tap **ON** to switch it to **OFF**.

To close the equalizer panel, tap .

eBackup

The eBackup program allows you to back up all or selected data stored in the RAM of your Pocket PC to an additional storage media.

To Backup Data

> **CAUTION:**
> - Make sure that the capacity of your storage card is enough for your data.
> - Never turn off your Pocket PC or remove the storage card during the backup process.
> - Do not back up your data when the battery is low. Otherwise, you might lose your data.

1. Disconnect your Pocket PC from your desktop computer, if connected.
36. Close all running programs by tapping → **Settings** → **System** tab → **Memory** icon → **Running Programs** tab → **Stop All**.
37. Insert a storage card if you are using the media for backing up.
38. Tap → **Programs** → **eBackup** icon to switch to the program.
39. Tap **Backup** and then **Next**.
40. Select a storage media to back up data and tap **Next**.
41. Select the items you want to backup. You can select individual or multiple items from Contacts, Calendar, Tasks, Inbox, Channels, Notes, Voice Recorder and User Applications.
42. Tap **Next**. The program will start backing up data and then display a message on the screen when backup is completed.
43. Remove the storage card, if inserted. Never delete the contents in the storage card, or the backup data will be lost and you cannot restore data with this card.

To Restore Data

> **CAUTION:**
> - If you have created files on your Pocket PC since the last backup and do not want to delete these files during the restore process, move the files from your Pocket PC to your desktop computer or to a storage card before restoring data.

- When you restore data, make sure that your Pocket PC has the same regional settings that it had when you completed the backup.

1. Disconnect your Pocket PC from your desktop computer, if connected.
44. Stop all running programs by tapping → **Settings** → **System** tab → **Memory** icon → **Running Programs** tab → **Stop All**.
45. Insert the storage card if your data were backed up in the card.
46. Tap → **Programs** → **eBackup** icon to switch to the program.
47. Tap **Restore** and then **Next**.
48. Select the storage media containing your backup data and tap **Next**.
49. Select the items you want to restore.
50. Tap **Restore**.
51. Tap **Yes**. The program will start restoring data and then display a message on the screen when restoring is completed.
52. Reset your Pocket PC as described in section 7.1.

eMenu

Tap → **Programs** and tap the eMenu icon to switch to the program.

This program allows you to create a personalized desktop on your Pocket PC where you can easily access your frequently-used programs, features and settings. With eMenu, you can:

- Quickly view information of your Inbox, Calendar, Tasks, battery, memory, clock and region.
- Organize your programs into four groups for easy access: Program, Multimedia, Games and Favorites. You can also create your own extra groups.
- Monitor the list of applications that are currently running on your Pocket PC and stop all the running programs.

6 Getting Connected

To take full advantage of your Pocket PC, you will want to get connected. This chapter tells you how you can get your Pocket PC connected to the Internet or corporate network through a variety of ways including modem, network card, and wireless network. It also describes Internet Explorer for Web browsing.

6.1 Connection Settings

Your Pocket PC has two groups of connection settings: “My ISP” and “My Work Network.” My ISP settings are used to connect to the Internet, and My Work Network settings can be used to connect to any private network, such as a corporate network you use at work.

Connections can be made using a modem, wireless network, or network (Ethernet) card.

After the connections, you can browse the Internet or intranet, send and receive e-mail and instant messages, and synchronize information using ActiveSync.

Modem Connection

With a modem, you can dial in to your ISP or corporate network. Before creating the connection, you need to:

- Have a modem (IR or SD IO). (For installation information, see the documentation supplied with the product.)
- Obtain the following information from your ISP or network administrator: server phone number, user name, password, domain name and TCP/IP settings.

Creating a Modem Connection

1. Tap → **Settings** → **Connections** tab → **Connections**.
2. Follow the instructions in the **New Connection** wizard. To view additional settings, tap .

53. In **My ISP** or **My Work Network**, tap **Add a new modem connection**.

> **NOTE:** To change modem connection settings, in either **My ISP** or **My Work Network**, tap **Manage existing connections**. Select the desired modem connection, tap **Settings** and follow the instructions on the screen.

Starting and Ending a Modem Connection

To start the connection, install the modem and connect the modem cable. Then, use the desired program. For example, switch to Pocket Internet Explorer and browse to a Web page. Your Pocket PC will automatically connect.

To end the connection, tap the icon on the Navigation bar and then tap **Disconnect**.

Network (Ethernet) Card Connection

Use a network (Ethernet) card to connect directly to a network. You do not need to create a new connection on your Pocket PC. Insert a network card and you can create a connection.

Before creating the connection, you need to:

- Have a network card (SD IO). (For installation information, see the documentation supplied with the product.)
- Obtain the following information from your network administrator: user name, password and domain name.

Creating a Network Card Connection

1. Insert the network card into your Pocket PC.
2. The first time you insert the card, Network Settings appears automatically so that you can configure the network card. If it does not appear or to

change settings later, tap → **Settings** → **Connections** tab → **Connections** → **Advanced** tab → **Network Card**.

3. If you need to enter specific server information, tap the appropriate adapter and then **Properties**. Most networks use DHCP, so you should not have to change these settings unless your network administrator instructs you to do so.

54. If necessary, connect the network card to the network by using a network cable.

> **NOTE:** You may need proxy server and VPN connection settings. For more information, see Pocket PC online help and your network administrator.

Starting and Ending a Network Card Connection

To start the connection, install the network card and connect the network cable. Then, use the desired program. For example, switch to Pocket Internet Explorer and browse to a Web page. Your Pocket PC will automatically connect.

To end the connection, remove the card from your Pocket PC.

Wireless Network Connection

Use a wireless network card to connect to a wireless network without physical cables.

Before creating the connection, you need to:

- Have a wireless network card (SD IO). (For installation information, see the documentation supplied with the product.)
- If necessary, obtain the authentication information from your network administrator.

Creating a Wireless Connection to a Network

Networks that you have already configured are preferred networks and are listed in **Wireless networks**. You can select to connect to only preferred networks or have your Pocket PC search for and connect to any available network whether it is preferred or not.

1. Insert the wireless network card into your Pocket PC. (For information, see the documentation that came with the product.)

55. To manually enter information, tap → **Settings** → **Connections** tab → **Connections** → **Network Card** → **Wireless** tab →**Add new**. If the network was detected, the next step is not necessary.

56. In the **General** tab, enter a network name. If the network was detected, the network name is automatically entered and cannot be changed.

57. To change the network settings, select a network from the list.

    - From **Connects to**, select what your network connects to, **Work** or the **Internet**.
    - To connect to an ad-hoc connection, select **This is a device-to-computer (ad-hoc) connection**.

58. From **Networks to access**, select **All available**, **Only access points** or **Only computer-to-computer**.

59. To connect only to networks you have already configured, clear **Automatically connect to non-preferred networks**.

> **NOTE:** If you select to automatically connect to non-preferred networks, your Pocket PC will detect any new networks and provide you the opportunity to configure them.

Configuring Authentication Settings

To determine if authentication information is needed, see your network administrator.

1. To manually enter the information, select a network as described earlier and tap **Authentication** tab.

60. To use data encryption, tap **Data encryption (WEP enabled)**.

61. To use Shared Key authentication, tap **Network Authentication (shared mode)**. You will need a network key (as provided by your network administrator).

62. To automatically use a network key, tap **The key is provided for me automatically**. Otherwise, enter the network key.

63. For increased security, select **Use IEEE 802.1x network access control**. Then, select the appropriate **EAP type**.

Starting and Ending a Wireless Network Connection

After you install the wireless network card and set up the wireless network, use the desired program when you are within the range of wireless network. For example, switch to Pocket Internet Explorer and browse to a Web page. Your Pocket PC will automatically connect.

To end the connection, tap the icon in the Navigation Bar of the Today screen and tap **Disconnect**.

> **NOTE:** When you have finished using the wireless network, complete the actions for ending the connection. Leaving the wireless network module active will consume more power.

6.2 Transferring Items Using Infrared

Using infrared (IR), you can send and receive information, such as contacts and appointments, between two devices. In addition, you can use the IR port to synchronize data with your desktop computer, in place of using the synchronizing cable.

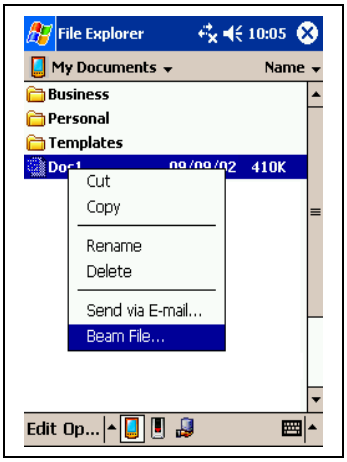
Sending Information

1. Switch to the program where you created the item you want to send and locate the item in the list.

64. Align the IR ports so that they are unobstructed and within a close range.

> **CAUTION:** If the devices are too far apart or if something blocks the path between the two ports, data might not be sent or received correctly.

65. Tap and hold the item and tap **Beam Item** on the pop-up menu.



NOTE: You can also send items, but not folders, from File Explorer. Tap and hold the item you want to send and then tap **Beam File** on the pop-up menu.

Receiving Information

1. Align the IR ports so that they are unobstructed and within a close range.

66. Have the owner of the other device send the information to you.

67. By default, your Pocket PC monitors all incoming beams. A message will pop up on the screen asking if you want to receive. Tap **Yes**.

NOTE:

- You can disable the automatic monitoring of your Pocket PC by tapping → **Settings** → **Connections** tab → **Beam** and unchecking the **Receive all incoming beams** item.
- If the incoming beams are from an older device, you may not be prompted to accept the information. In this case, tap → **Settings** → **Connections** tab → **Beam** → **Receive an infrared beam**.

6.3 Using Microsoft Pocket Internet Explorer

Use Microsoft Pocket Internet Explorer to view Web pages in either of these ways:

- Connect to an ISP or network and browse the Web. To do this, you will need to create the connection first, as described in section 6.1.
- During synchronization with your desktop computer, download your favorite links and mobile favorites that are stored in the Mobile Favorites subfolder in Internet Explorer on the desktop computer.

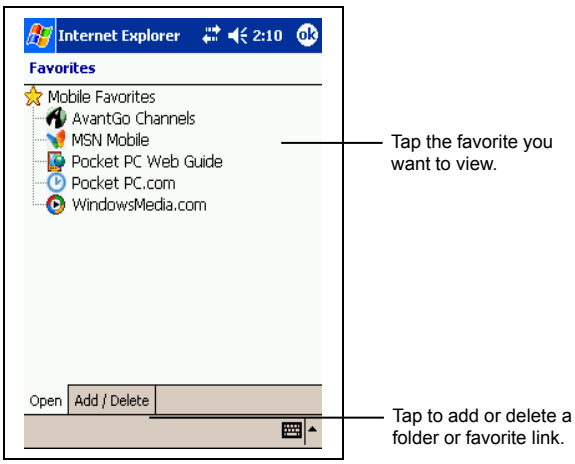
While you are connected to an ISP or network, you can also download files and programs from the Internet or an intranet.

Tap → **Internet Explorer** to switch to the program. The Pocket Internet Explorer home page appears:

Viewing Mobile Favorites and Channels

1. In Internet Explorer, tap the **Favorites** button to display your list of favorites.

68. In the list, tap the page you want to view.



You will see the page that was downloaded the last time you synchronized with your desktop computer. If the page is not on your Pocket PC, it will be dimmed in the Favorites list. You will need to synchronize with your desktop computer again to download the page to your Pocket PC or connect to the Internet to view the page.

Browsing the Internet

1. Set up a connection to your ISP or corporate network as described in section 6.1.
2. To connect and start browsing, do one of the following:
   - Tap the **Favorites** button and then tap the favorite you want to view.
   - Tap **View** → **Address Bar**. In the address bar that appears at the top of the screen, enter the Web address you want to visit and then tap **Go**. Tap the arrow to choose from previously entered addresses.

The Mobile Favorites Folder

Only items stored in the Mobile Favorites subfolder in the Favorites folder in Internet Explorer on your desktop computer will be synchronized with your Pocket PC. This folder is created automatically when you install ActiveSync

Favorite Links

During synchronization, the list of favorite links in the Mobile Favorites folder on your desktop computer is synchronized with Pocket Internet Explorer on your Pocket PC. Both computers are updated with changes made to either list each time you synchronize. Unless you mark the favorite link as a mobile favorite, only the link (and not the page) will be downloaded to your Pocket PC, and you must connect to your ISP or network to view the content. For more information on synchronization, see ActiveSync Help on your desktop computer.

Mobile Favorites

If you are using Microsoft Internet Explorer 5 or later on your desktop computer, you can download mobile favorites to your Pocket PC. When you synchronize your desktop computer and Pocket PC, the content of your mobile favorites is downloaded to your Pocket PC so that you can view pages while you are not connected to your ISP or your network.

Use the Internet Explorer plug-in installed with ActiveSync to create mobile favorites quickly.

To create a mobile favorite:

1. In Internet Explorer on your desktop computer, click **Tools**, and then click **Create Mobile Favorite**.
   - To change the link name, enter a new name in the Name box.
   - To change how often the mobile favorite is updated, select a desired update schedule under **Update**.
2. Click **OK**. Internet Explorer downloads the latest version of the page to your desktop computer.
3. If you want to download the pages that are linked to the mobile favorite you just created, right-click the mobile favorite and then click **Properties**. On the **Download** tab, specify the number of links deep you want to download. To conserve memory on your Pocket PC, download only one level of links.
4. Synchronize your Pocket PC and desktop computer. Mobile favorites that are stored in the Mobile Favorites folder in Internet Explorer are downloaded to your Pocket PC.

NOTE: If you do not specify an update schedule, you must manually download content to keep the information updated on your desktop computer and Pocket PC. Before synchronizing, in Internet Explorer on your desktop computer, click **Synchronize** on the **Tools** menu. You will see the last time content was downloaded to the desktop computer, and you can manually download content if needed.

CAUTION: You can add a button to the Internet Explorer toolbar for creating mobile favorites. In Internet Explorer on your desktop computer, on the **View** menu, click **Toolbars**, and then click **Customize**.

Conserving Memory

Mobile favorites take up storage memory on your Pocket PC. Follow these tips to minimize the amount of memory used:

- Use ActiveSync settings to turn off photos and sounds for the Mobile Favorites information type or to stop some mobile favorites from being downloaded to your Pocket PC. For more information, see ActiveSync Help.
- Limit the number of downloaded linked pages. In Internet Explorer on the desktop computer, right-click the mobile favorite you want to change, and then click **Properties**. On the **Download** tab, specify 0 or 1 for the number of linked pages you want to download.

Using AvantGo Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You subscribe to AvantGo channels directly from your Pocket PC. Then you synchronize your Pocket PC with your desktop computer or connect to the Internet to download the content. For more information, visit the AvantGo Web site.

To sign up for AvantGo:

1. In ActiveSync options on the desktop computer, turn on synchronization for the AvantGo information type.
2. In Pocket Internet Explorer on your Pocket PC, tap the **Favorites** button to display your list of favorites.
3. Tap the **AvantGo Channels** link.
4. Tap the **Activate** button.

5. Follow the directions on the screen. You will need to synchronize your Pocket PC with your desktop computer, and then tap the **My Channels** button to complete the AvantGo setup.

When synchronization is complete, tap the **AvantGo Channels** link in your list of favorites to see a few of the most popular channels. To add or remove channels, tap the **Add** or **Remove** link.

7 Troubleshooting and Maintenance

This chapter gives solutions to common Pocket PC problems you may encounter. It also provides guidelines on taking care of your Pocket PC.

> **NOTE:** If you encounter a problem you cannot solve, contact your dealer for assistance.

7.1 Resetting Your Pocket PC

> **CAUTION:** Resetting will cause unsaved data to be lost.

Resetting your Pocket PC is similar to restarting your desktop computer. It restarts the operating system, but you will lose any unsaved data.

Occasionally, you may need to reset your Pocket PC; for example, you should reset:

- After you restore data from your desktop computer.
- When your Pocket PC stops responding; in other words, it appears to be "frozen" or "locked up."

Follow this procedure to reset your Pocket PC:

1. Remove the SD/MMC card (if installed).
2. Use the stylus to press the reset button on the side of your Pocket PC.

7.2 Restoring Factory Default State

In some cases, you may need to restore your Pocket PC to the factory default state by clearing the memory (RAM) from your Pocket PC. For example, you should clear the memory:

- When your Pocket PC does not respond after being reset.
- When you forget your password.

Clearing the memory means all data you have entered in RAM, including all files, system settings and additional programs you have installed, will be erased. (Programs installed to ROM at the factory are not affected.)

> **CAUTION:**
> - To ensure the integrity of your data should it be necessary to clear the memory, you're advised to regularly back up your data. (For more information on backing up data, see section 3.5.)
> - Do not slide the battery switch unless it is necessary.

Follow this procedure to clear the memory from your Pocket PC:

1. Backup your information if necessary.
2. Disconnect all cables, including the AC adapter, from your Pocket PC.
3. Stop all running programs by tapping → **Settings** → **System** tab → **Memory** icon → **Running Programs** tab → **Stop All**.

69. Use the stylus to slide the battery switch to the OFF (up) position.
70. Wait for 1 minute and then slide the switch back to the ON (down) position.
71. Your Pocket PC will automatically turn on and display the Welcome screen.
72. To begin the Welcome Wizard, tap the screen with the stylus and follow the onscreen instructions to complete the Welcome Wizard.

73. Reestablish a. partnership with your desktop computer.

74. You may also want to restore data to your Pocket PC from your most recent backup file.

> **NOTE:** If the battery completely runs out of power and is not charged in time, you will get the same result as you restore the factory default state.

7.3 Power Problems

Power does not turn on when using battery power

- The remaining battery power may be too low to run your Pocket PC. Connect the AC adapter to your Pocket PC and to external AC power. Then, turn on your Pocket PC.

Battery runs out of power quickly

- You might be using your Pocket PC in ways that drain power quickly. (See "Power-Saving Tips" in section 3.1 for more information.)

7.4 Memory Problems

If a warning message of not enough memory appears due to the memory allocation problem, try the following to free memory on your Pocket PC.

> **CAUTION:** Be discreet when you delete files. Deleting files of which the function is unknown can cause programs or features to malfunction. It is appropriate to make a backup before deleting files.

- Delete files you no longer need. Tap → **Programs** → **File Explorer**. Tap and hold the file you wish to delete and then tap **Delete** on the pop-up menu. To find your largest files, tap → **Find**. In the **Type** list, tap **Larger than 64KB** → **Go**.
- Remove programs you no longer need. Tap → **Settings** → **System** tab → **Remove Programs**. Tap the program you want to remove and then tap **Remove**.
- In Internet Explorer options, delete all files and clear history. In Internet Explorer, tap **Tools** → **Options**. Tap **Delete Files** and **Clear History**.

- If you are copying files from a computer or device to your Pocket PC, try adjusting the slider in the Memory setting. Tap → **Settings** → **System** tab → **Memory** icon. Check if you can manually move the slider before copying files. The maximum storage memory that your Pocket PC can allocate is around 20MB. This means that you cannot save files larger than 20MB to the RAM of your Pocket PC.
- Stop programs you are not currently using. In most cases, programs automatically stop to free needed memory. However, in some situations, such as when confirmation dialog boxes are waiting for a user response, the program may not be able to automatically stop. To check the state of your active programs, tap → **Settings** → **System** tab → **Memory** icon → **Running Programs** tab. Tap the program you want to view and then tap **Activate**. Close any open windows or messages and return the program to list view. If this does not work, you can stop the program manually. First, make sure that your work is saved by closing open items and returning the program to list view. Then, stop the program by tapping **Stop** or **Stop All** on the **Running Programs** tab.
- Reset your Pocket PC as described in section 7.1.

If you have a storage card, move data to the storage card as described below.

- Tap → **Programs** → **File Explorer**. Tap and hold the file you want to move and tap **Cut**. Browse to **My Documents** folder in the storage card folder, tap **Edit** → **Paste**. Files stored in folders other than My Documents or stored in subfolders within subfolders in My Documents may not show up in the list view of some programs. When using Notes, Pocket Word Pocket or Excel, you can also move files by opening the item and tapping **Tools** or **Edit** then **Rename/Move**.
- Move email attachments. In Inbox, tap **Tools** → **Options** → **Storage** tab and select **Store attachments on storage card**. All attachments are moved to the storage card and new attachments are automatically stored on the storage card.
- Set programs such as Notes, Pocket Word and Pocket Excel to automatically save new items on the storage card. In the program, tap **Tools** → **Options**.

7.5 Screen Problems

Screen is off

If the screen does not respond even after you press the power button, try the following in order until the problem is solved:

- Connect the AC adapter to your Pocket PC and to external AC power.
- Reset your Pocket PC as described in section 7.1.

Screen responds slowly

- Make sure that your Pocket PC is not running out of battery power or running many active programs. If the problem still exists, reset your Pocket PC as described in section 7.1.

Screen freezes

- Reset your Pocket PC as described in section 7.1.

Screen is hard to read

- Make sure that the backlight of the display is on.
- Move to a location with enough light.
- If you're having a hard time reading a document on the screen, try adjusting the zoom percentage or text size.
  - ✓ In Notes, tap **Tools** and select a zoom percentage.
  - ✓ In Pocket Word and Pocket Excel, tap **View** → **Zoom** and select a zoom percentage.
  - ✓ In Pocket Internet Explorer, tap **View** → **Text Size** and select a size.
  - ✓ In Calendar, Contacts and Tasks, tap **Tools** → **Options** and select **User large font**.

Inaccurate response to stylus taps

- Realign the touch screen. Tap → **Settings** → **System** tab → **Align Screen** icon. If you cannot correctly tap your selection, turn off the Pocket PC. Press in the scroll dial and, while keeping it pressed, press the power button to turn on the Pocket PC. You can then start to align the touch screen.

7.6 Connection Problems

Cable Connection Problems

- Make sure that you have installed the correct version of ActiveSync on your desktop computer. Install the version ActiveSync included with your Pocket PC.
- Make sure that your Pocket PC and your desktop computer are both turned on before establishing the connection.
- Make sure that the cable is securely plugged into the USB port on your desktop computer. Connect the USB cable directly to your desktop computer—do not run the cable through a USB hub.
- Make sure that the USB connection is enabled in ActiveSync on your desktop computer. If the USB connection is already enabled, disable the USB connection, close the Connection Settings window and then reopen and re-enable the USB connection.
- Reset your Pocket PC before connecting the cable. (See section 7.1.) Always disconnect your Pocket PC before you restart your desktop computer.
- Connect only one Pocket PC or personal digital assistant to your desktop computer at a time.
- Make sure that you do not have any other active connections. Tap and tap **Today**. Tap or at the bottom of the screen and then tap **Disconnect**.

Infrared Connection Problems

- Transfer only one file, or no more than 25 contact cards, at a time.
- Position the IR ports so that they line up in a distance less than 20 cm (8 inches) but more than 5 cm (2 inches) apart.
- Make sure that there are no obstacles between the two IR ports.
- Adjust the room lighting. Some types of light interfere with IR communications. Try moving to a different location or turning off some lights.

Modem Connection Problems

Unable to dial out

- Do not connect your Pocket PC to your desktop computer. You cannot dial out if your Pocket PC has an active connection with your desktop computer.
- Make sure that the telephone line is connected correctly.
- Make sure that the telephone line is analog. Do not connect a modem to a digital telephone line unless it is specifically designed for use with a digital line.

Able to dial out but unable to make a proper connection

- Make sure that the network you are trying to connect supports the Point-to-Point Protocol (PPP). Your ISP or network administrator can verify this.
- Make sure that your dialing location is correct. Tap → **Settings** → **Connections** tab → **Connections** → **Advanced** tab → **Select Location**. To view help information, tap .
- Make sure that the phone number you are trying to reach is correct. Tap → **Settings** → **Connections** tab → **Connections** → **Manage existing connections**. To view help information, tap .

Modem connection is unreliable

- Make sure that the modem is installed properly.
- Make sure that the telephone line is connected correctly.

Network Connection Problems

- Make sure that the network card is compatible with your Pocket PC.
- Make sure that you have installed the proper drivers for your Pocket PC.
- In the properties for your network card, make sure that you have correctly configured the IP settings, and the addresses of your DNS servers and/or WINS servers. Your network administrator can verify this.

- Make sure that you have added necessary server information. Tap → **Settings** → **Connections** tab → **Connections** → **Advanced** tab → **Network Card**. Select the installed network card (usually the card's name) and enter any necessary information. Most networks use DHCP to assign IP addresses dynamically; you should not have to change or enter any IP address settings unless your network administrator instructs you to do so.
- If **Network Connection** is not listed as a connection method in the ActiveSync dialog box when starting synchronization, wait a few minutes and try again. Also, if synchronization does not start right away, the network is probably busy, and it may take a minute for your Pocket PC to connect to the network.
- Verity with your network administrator that your user name and password are correct.
- Verity with your network administrator that the network you are trying to connect to is available, to try to connect to it from another computer.
- You may need to change the device name if you are trying to connect to a network and cannot because another device with the same name is already connected. To change the device name, tap → **Settings** → **System** tab → **About** → **Device ID** tab.

7.7 Taking Care of Your Pocket PC

Taking good care of your Pocket PC will ensure trouble-free operation and reduce the risk of damage to your Pocket PC.

General Guidelines

- Keep your Pocket PC away from excessive moisture and extreme temperatures.
- Avoid exposing your Pocket PC to direct sunlight or strong ultraviolet light for extended periods of time.
- Do not place anything on top of your Pocket PC or drop objects on top of your Pocket PC.
- Do not drop your Pocket PC or subject it to severe shock.
- Store your Pocket PC in a protective cover when not in use.
- Do not subject your Pocket PC to sudden and severe temperature changes. This could cause moisture condensation inside the unit that could damage your Pocket PC. In the event of moisture condensation, allow you Pocket PC to dry out completely.
- Take care not to sit on your Pocket PC when it is located in the back pocket of trousers, etc.
- Do not carry your Pocket PC with a card inserted. This can result in the damage or loss of the card.
- The screen surface is easily scratched. Use only the stylus to tap on the screen. Avoid touching it with your fingers, pens, pencils or any other sharp objects.
- Never clean your Pocket PC with its power on. Use a soft, lint-free cloth moistened with water to wipe the screen and the exterior of your Pocket PC.
- Do not use paper towels to clean the screen.
- Never attempt to disassemble, repair or make any modifications to your Pocket PC. Disassembly, modification or any attempt at repair could cause damage to your Pocket PC and even bodily injury or property damage.

- Do not store or carry flammable liquids, gases or explosive materials in the same compartment as your Pocket PC, its parts or accessories.

Travel Guidelines

- Before traveling with your Pocket PC, back up your data. As an added precaution, bring along a backup copy.
- Remove the SD/MMC card, if installed, from the slot.
- Turn off your Pocket PC and disconnect all external devices.
- Make sure that the battery is fully charged.
- Take the AC adapter with you. Use the AC adapter as the power source and as a battery-recharger.
- Keep your Pocket PC inside its protective cover when you are not using it on the road.
- Hand-carry your Pocket PC in a protective cover. Do not check it in as luggage.
- If you plan to travel abroad with your Pocket PC, consult your dealer for the appropriate AC adapter for use in your country of destination.
- If you plan to make modem connections abroad, make sure that you have the correct modem and cable for your country of destination.

A Regulatory Information

NOTE: Marking labels located on the exterior of your device indicate the regulations that your model complies with. Please check the marking labels on your device and refer to the corresponding statements in this chapter. Some notices apply to specific models only.

A.1 Regulations Statements

Class B Regulations

USA
Federal Communications Commission Radio Frequency Interference Statement

NOTE:

This equipment has been tested and found to comply with the limits for a Class B digital device pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

Any changes or modifications not expressly approved by the manufacturer could void the user's authority to operate the equipment.

Please note:

The use of a non-shielded interface cable with this equipment is prohibited.

Canada

Canadian Department Of Communications
Radio Interference Regulations Class B Compliance Notice

This Class B digital apparatus meets all requirements of the Canada Interference-Causing equipment regulations.

Cet appareil numérique de Classe B respecte toutes les exigences du Règlement Canadien sur le matériel brouileur.

European Notice

Products with the CE marking comply with both the Electromagnetic Compatibility Directive (89/336/EEC) and the Low Voltage Directive (73/23/EEC) – as amended by Directive 93/68/ECC - issued by the Commission of the European Community.

Compliance with these directives implies conformity to the following European Standards:

EN55022: Radio disturbance characteristics
EN55024: Immunity characteristics
EN6100-3-2: Limits for harmonic current emissions
EN6100-3-3: Limitation of voltage fluctuation and flicker in low-voltage supply system
EEN60950 / IEC 60950: Product Safety

The manufacturer cannot be held responsible for modifications made by the User and the consequences thereof, which may alter the conformity of the product with the CE Marking.

A.2 Safety Precautions

About Charging

- Use only the AC adapter (PHIHONG, PSC05R-050) supplied with your Pocket PC. Use of another type of AC adapter will result in malfunction and/or danger.
- This product is intended to be supplied by a LISTED Power Unit marked with “LPS”, “Limited Power Source” and output rated + 5 V dc / 1.0 A”.
- Use a specified USB cradle approved by the manufacturer.
- Use a specified battery in the equipment.

About the AC Adapter

- Do not use the adapter in a high moisture environment. Never touch the adapter when your hands or feet are wet.
- Allow adequate ventilation around the adapter when using it to operate the device or charge the battery. Do not cover the AC adapter with paper or other objects that will reduce cooling. Do not use the AC adapter while it is inside a carrying case.
- Connect the adapter to a proper power source. The voltage requirements are found on the product case and/or packaging.
- Do not use the adapter if the cord becomes damaged.
- Do not attempt to service the unit. There are no serviceable parts inside. Replace the unit if it is damaged or exposed to excess moisture.

About the Battery

- Use a specified charger approved by the manufacturer.
- Do not mutilate, puncture, or dispose of battery in fire. The battery can burst or explode, releasing hazardous chemicals.

- Important instructions (for service personnel only)
  - ✓ **Caution:** Risk of explosion if battery is replaced by an incorrect type. Dispose of used batteries according to the instructions.
  - ✓ Replace only with the same or equivalent type recommended by the manufacturer.
  - ✓ The battery must be recycled or disposed of properly.
  - ✓ Use the battery only in the specified equipment.

About the Infrared LED

The IR port located on the Pocket PC is evaluated as a Class 1 LED (Light-Emitting Diode) device according to International Standard IEC 60 825-1 (EN60825-1) requirements.

CLASS 1 LED PRODUCT

About the Electrostatic Discharge

Electrostatic discharges can interfere with the normal functioning of the electronic devices. Your equipment can behave abnormally owing to such an event, resulting in the possible data corruption or loss of unsaved data. To recover from this, reset your equipment.

To avoid losing data due to electrostatic discharges or other types of events, it is recommended that you regularly save and backup data.

Index

A

AC adapter.....
  Cautions.....107
  Connecting.....6
Accessory.....10
5.1ActiveSync.....57
  Connector.....4
  Installing on desktop computer.....8
  Synchronizing data.....58
  Synchronizing e-mail messages…50
  Synchronizing from a remote location.....59
Appointment.....
  Changing.....40
  Creating.....39
  Summary screen.....40
Authentication, wireless network.....87
AvantGo.....93

B

Backing up.....35
Backing up data.....
  Using ActiveSync.....35
  Using eBackup.....82
Backlight setting.....32
Backup battery switch.....5, 96
Battery.....
  Cautions.....107
  Charging.....6
  Status icon.....13
Beam.....32, 88
Block Recognizer.....18
Buttons.....
  Power 3
  Settings.....31

C

Calendar.....38
  Creating meeting requests.....41
Certificate.....32
Charging the battery.....
  Status icon.....13
Cleaning.....103
ClearType.....32
Clock.....32
Command bar.....14
Companion CD.....vi, 8
Companion programs.....57
6.1Connections.....32, 84
  Connecting to a desktop computer 58
  Creating a wireless connection.....86
  Status icon.....13
  Troubleshooting.....100
4.2Contacts.....42
  Changing.....44
  Chatting with contacts.....69
  Creating.....42
  Finding.....44
  MSN Messenger.....68
  Summary screen.....44
  Viewing.....44
Converting writing to text.....20

D

Drag, stylus.....11
Drawing on the screen.....22

E

E-mail service setting up.....51
eBackup..... 82
eMenu..... 83
Entering information.....17
F

Features.....1
File Explorer.....34
Find feature.....34
G

GSM file format.....25
H

Hardware information.....32
Headphone connector.....3
I

IMAP4 e-mail server.....51
Folder behavior.....56
4.5Inbox.....50
Composing a message.....54
Connecting to e-mail servers.....51
Sending a message.....55
Setting up email service.....51
Status icon..... 13
Synchronizing e-mail messages…50
Using message list.....52
Managing messages and folders .55
Indicator.....
Charging..... 2
Notification.....2
Infrared.....
Cautions.....108
Transferring items.....88
2.8Input.....17
Settings.....31
Input panel..... 17
Input panel.....
Button..... 14
Instant messages.....67
Internet.....
Browsing..... 91
IR port.....4
L

Letter Recognizer.....18
M

Memory.....
Additional.....30
Settings.....32
Storage card.....30
Troubleshooting.....97
Memory card.....10
Menu.....
Settings.....31
Microphone.....2
Microsoft Mobile Devices Web site. .vi
Microsoft Pocket Outlook.....38
5.6Microsoft Reader.....71
Downloading books.....72
Reading a book.....73
Removng a book.....75
Using the Library.....72
Mio Utility..... 28
MMC slot.....4
Mobile favorites.....
Creating..... 92
Reducing storage memory for.....93
Specifying level of links.....92
Synchronizing.....91
Updating schedule..... 92
Viewing..... 90
Modem connection.....84
MP3..... 71
MP3 Player..... 77
Equalizer.....81
Play list.....80
MultiMediaCard.....4, 10
My ISP.....84
My Pictures.....76
My Text.....26
My Work Network.....84
N

Navigation bar.....14
Navigation stick.....2

Using..... 12
Network card connection.....85
4.4Notes.....48
Creating.....49
Template 49
Notification.....16
O

Owner information.....31
P

Partnership.....58
Pass through.....58
Password.....33
PCM file format.....25
Pen button.....19
Pictures..... 76
5.3Pocket Excel.....65
Creating a workbook.....65
Customizing display of.....67
Opening a workbook.....66
Passwords.....67
Zooming..... 67
6.3Pocket Internet Explorer.....89
Delete all files.....97
5.2Pocket Word.....61
Creating a document.....61
Drawing mode.....63
Opening a document.....64
Typing mode.....62
Writing mode.....63
Zooming..... 64
Pop-up menu.....16
POP3 e-mail server.....51
Folder behavior.....56
3.1Power.....27
Checking remaining battery power
..... 27
Connecting.....6
Low battery.....27
Saving.....29
Settings.....32
Troubleshooting.....97
Power button.....3, 7, 29
Program buttons 2
Program memory..... 30
Programs.....
Adding.....35
Adding to Start menu.....36
Icon.....15
Removing.....36, 37
Stopping.....98
R

RAM..... 30
Record button.....3
Using..... 24
Recording.....24
File formats.....25
Playing back..... 24
Recording toolbar.....24
Regional settings.....32
Regulatory information.....105
Removing programs.....32
Reset button..... 3, 95
Resetting..... 95
Restoring factory defaults.....96
Retoring data.....
Using eBackup.....82
ROM..... 35
Running programs.....15
S

Screen.....
Adjusting zoom percentage.....99
Aligning.....32
Realigning.....99
Troubleshooting.....99
SD card..... 10
SD slot..... 4
Power management.....28
Secure Digital.....4, 10
Soft keyboard.....17
Sound.....
Settings.....31
Turning on and off.....13
Speaker..... 2
Status icon..... 13

Start menu.....14
Status icon.....13
Storage card.....10
Backing up data.....82
Moving files to.....98
Storage memory.....30
Stylus.....4
Using.....11
Suspend.....29
T
Taking care.....103
Tap and hold, stylus.....11
Tap, stylus.....11
4.3Tasks.....45
Changing.....47
Creating.....46
Start date.....46
Summary screen.....47
Template.....
Pocket Excel.....65
Pocket Word.....61
To-do list.....45
2.3Today screen.....12
Settings.....31
Touch screen.....2
Transcriber.....19
Traveling.....104
Troubleshooting.....95
Cable connection.....100
Infrared connection.....100
Modem connection.....101, 102
Network connection.....101
Turning off.....7
Turning on.....7
V
Voice notes.....25
Volume control.....31
W
Welcome Wizard.....5
Windows Media Player.....70
Writing on the screen.....19
Lanyard eyelet.....3
MSN Messenger.....67